

ATLT-2010: LIFTING PROJECT MODULE

Cuyahoga Community College

Viewing: ATLT-2010 : Lifting Project Module

Board of Trustees:

2015-12-03

Academic Term:

Spring 2019

Subject Code

ATLT - AIT-Lifting Technologies

Course Number:

2010

Title:

Lifting Project Module

Catalog Description:

Introductory course covering the lifting project module input and workflow in Adjutant. Includes utilizing Adjutant project module, task management and route maintenance to deliver a process and workflow in conjunction with the appropriate project types.

Credit Hour(s):

1

Lecture Hour(s):

1

Requisites

Prerequisite and Corequisite

Departmental approval: admission to Lifting Technologies apprenticeship program.

Outcomes

Course Outcome(s):

Explain the process of preparing a lifting project module and develop the procedures followed for linking project quotes, sales orders, and purchasing requirements in conjunction with International Organization for Standardization (ISO).

Objective(s):

1. List and define the terms related to lifting project module.
2. Create the project module quotation and discuss the process of inputting it into Adjutant.
3. Create a project module sales order that includes bill of materials, order production, and shipment schedules.
4. Discuss the material purchasing requirements needed to satisfy the sales order.
5. Differentiate between "QuickBuy" and manual purchase orders.

Course Outcome(s):

Discuss the components of the work flow process of the project module including routing, notifications, and respective tasks.

Objective(s):

1. List and identify terms used in the work flow process of the project module.
 2. Apply the route screen to add and maintain paths of standard tasks.
 3. Create notifications list and alert user for task completion and follow up procedure.
 4. Develop an action item list required for project module.
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Methods of Evaluation:

1. Participation
2. Assignments

- 3. Quizzes & Exams
- 4. Practical application projects

Course Content Outline:

- 1. Lifting Project Module
 - a. Terminology
 - i. Project Module
 - ii. Hit Rate
 - iii. Frontload Sheet
 - iv. Adjutant
 - v. Non Stock Item
 - vi. Bill of Material
 - vii. Organization
 - viii. QuickBuy
 - ix. Stock Item
 - b. Quotation
 - i. Organizations
 - 1. Customer Name
 - 2. Ship Address
 - 3. Bill Address
 - ii. Contacts
 - 1. Customer
 - 2. Supplier
 - iii. Link
 - iv. Attachments
 - 1. Drawing
 - 2. Frontload Sheet
 - 3. Email Correspondance
 - v. Adjutant
 - 1. Quote Module
 - 2. Note Screen
 - 3. Order Conversion
 - 4. Message Control Screen
 - c. Sales Order
 - i. Bill of Material
 - 1. Stock Items
 - 2. Non Stock Items
 - 3. Line Comments / Header Notes
 - 4. Customer PO
 - 5. Dates
 - a. Load date
 - b. Req date
 - c. SO date
 - ii. Order Production
 - 1. S2P
 - 2. Work Order
 - 3. Schedule
 - 4. Item Assignment
 - iii. Shipping Schedule
 - 1. Ship Event
 - 2. Delivery Ticket
 - 3. Bill of Material
 - d. Material Purchasing
 - i. Inventory Levels
 - ii. Warehouse Transfer
 - iii. Consignment
 - e. QuickBuy and PO Generation

- i. Use
 - 1. Buy
 - 2. Make for Stock
 - 3. Transfer
 - ii. Report Consolidation
 - iii. Documentation
 - iv. Target Warehouse
 - v. Acknowledgement
 - vi. Expedite
 - 1. Work Flow
 - a. Terminology
 - i. Extra
 - ii. Work Flow
 - iii. Status
 - iv. Project
 - v. Decision Trees
 - vi. Email Tag
 - vii. Task Grid
 - viii. Resource
 - ix. Notification
 - x. Route
 - xi. Task
2. Route Screen
 - a. Addition
 - i. New Route Creation
 - ii. Completion Requirement
 - iii. Sequence
 - b. Path Maintenance
 - i. Lag Time
 - ii. Due Date
 - iii. Resource Assignment
3. Notification List
 - a. Alerts
 - i. Email
 - ii. Text
 - iii. Fax
 - iv. Google Calendar
 - b. Follow-up
 - i. Task Grid
 - ii. Sorting
 - iii. Task Completion
4. Action Item List
 - a. Resource
 - b. Standard Task
 - c. Schedule
 - d. Priority

Resources Other

1. Mazzella Companies online documentation system (Zavanta). Zavanta.mazzellacompanies.com/
2. Abis Corporation Wiki. <http://www.abiscorp.com/AdjWiki/Default.aspx>

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