

SHIFTMANAGER

COURSE CONTENT

Planning Board

Keep your weekly plan up-to-date by creating and scheduling tasks. Learn about the functionality of the Planning Board and become familiar with using the context menu and duplicating tasks automatically to easily build shift plans.

Tasks

Tasks are critical to the planning process. Learn about the difference between Standard, Planned and Scheduled tasks and how to create and read a Notification and Maintenance Alert.

Scheduler

View your plan in different ways. Learn about features of the Scheduler screen and become familiar with managing and rescheduling tasks with a view of resource availability.

Shift Schedule

Review the plan for the entire site. Learn how to assign available people and/or resources and become familiar with managing shift notes.

Actuals

How have different processes performed throughout the shift? Learn how to update KPI and Task actuals and enter Shift Notes, and become familiar with creating a Shift Report.

ShiftManager Mobile App

The shift plan in the palm of your hand. Learn how to capture Task actuals, enter Shift Notes, and update KPIs.

Overview

This course teaches participants how to plan, schedule and report on tasks using ShiftManager, RPM's solution for short-term work management and shift execution. Participants will learn about the key functionality of ShiftManager through interactive media and practical hands-on workshops.

Learning Outcomes

At the end of the course, participants will have learned how to:

- Navigate around ShiftManager and use workspaces.
- Create, edit and delete standard, planned and scheduled tasks.
- Move tasks between shifts, days of the week, and locations.
- Assign available people and resources to tasks.
- Print Shift Plans.
- Enter KPI and task actuals to close out shifts.
- Reschedule any work not completed.
- Create shift reports.

Who is the Course For?

- Mine Managers, Undermanagers and Superintendents
- Short Term Planners, Coordinators and Schedulers
- Mine Supervisors and Mine Deputies
- Mine Administration Personnel (for example, HR)

Delivery Mode

Online

Duration

2½ Hours

Want to Learn More?

Contact training@rpmglobal.com