

Training Program Agenda

Training Session: **Project Manager 101-Back Office**

Location: **Horizon Corporate Headquarters**

Session Length: **4 Days**

Classroom Agenda

Tuesday | Day 1

08:30 – 08:45	Introductions & Facilities Tour
08:45 – 09:00	Review of Course Schedule & Materials
09:00 – 09:15	Overview of OneSource Installations & Parent-Child Relationships
09:15 – 09:25	SQL Server Setup & License Files
09:25 – 09:50	Back Office Suite Breakdown/Decision Tree
09:50 – 10:20	Order Ship Receive Cycle/ Menu Plan Setup Chart
10:20 – 10:30	BREAK
10:30 – 10:45	Log In & Home Page Navigation
10:45 – 11:15	User Management/Setting Up Rights
11:15 – 12:00	Sites Management/Calendar Setup/Report Center Overview
12:00 – 01:00	LUNCH
01:00 – 01:30	Communications/OSC Overview/Publications/OneSource Services
01:30 – 02:15	Worksheet 1: System Management & OSC
02:15 – 02:30	BREAK
02:30 – 02:45	Inventory Introduction – Stock Ranges/Descriptions/Category Class
02:45 – 03:45	Vendor Setup/Packaging Discussion
03:45 – 04:00	Review and Q&A

Wednesday | Day 2

08:30 – 09:00	USDA Commodities
09:00 – 09:30	Inventory Modes Setup
09:30 – 10:00	Worksheet 2: Inventory Setup
10:00 – 10:15	BREAK
10:15 – 11:15	Physical Inventory
11:15 – 12:00	Adjustments/ Stock Transfers
12:00 – 01:00	LUNCH
01:00 – 02:00	Shopping List Ordering
02:00 – 02:30	Worksheet 3: Inventory Operations
02:30 – 02:45	BREAK
02:45 – 03:15	Receiving Orders
03:15 – 03:45	Shopping List Consolidation and Receiving Hands-On
03:45 – 04:00	Review and Q&A

Thursday | Day 3

08:30 – 09:00	Inventory/Procurement System Options Review
09:00 – 09:30	Question & Answer Session: Inventory & Procurement Recap
09:30 – 10:00	Worksheet 4: Procurement
10:00 – 10:15	BREAK
10:15 – 10:45	MPNA Overview
10:45 – 11:30	MPNA Linking/Stock Item Nutritional Report
11:30 – 12:00	Recipe Setup

12:00 – 01:00

LUNCH

01:00 – 01:30

Recipe Setup (continued)

01:30 – 02:00

Recipe Hands-On

02:00 – 02:15

BREAK

02:30 – 03:00

Worksheet 5: Recipes

03:00 – 03:45

Base/Cycle Menus Setup

03:45 – 04:00

Review and Q&A

Friday | Day 4

08:30 – 09:00

Scheduling Cycle/One-Time Menus

09:00 – 09:45

Worksheet 6: Menu Planning

09:45 – 10:15

MPNA Ordering/Forecasting

10:15 – 10:30

BREAK

10:30 – 11:00

MPNA Ordering/Forecasting (continued)

11:00 – 12:00

Production Records

12:00 – 01:00

LUNCH

01:00 – 01:30

Worksheet 7: Site Production

01:30 – 02:00

MPNA System Options Review

02:00 – 02:30

Worksheet 8: Menu Plan Setups

02:30 – 02:45

BREAK

02:45– 03:15

Questions & Answer Session MPNA

03:15– 04:00

Final Exam & Wrap UP