

Design Document

Harvey- Property Management - Managing Inventory

<i>Business Purpose</i>	An important part of property management is effectively maintaining the appropriate amount of standard inventory, while also keeping costs to a minimum. All management must understand the importance of providing for maintenance needs while balancing the appropriate storage of supplies to minimize waste. Management must focus on comparative shopping to save money, as well as establishing strong business relationships with suppliers and vendors. In addition, management must be prepared for emergency situations.
<i>Target Audience</i>	Property Management
<i>Training Time</i>	10 minutes
<i>Training Recommendation</i>	Training will be delivered to learners via eLearning. The course will be designed using a variety of interactions and some knowledge checks to check for understanding of the material.
<i>Deliverables</i>	1 eLearning course developed in Articulate Rise 360
<i>Learning Objectives</i>	- Recognize the importance and benefits of maintaining adequate maintenance inventory - Identify ways to minimize costs while maintaining frequently used supplies
<i>Training Outline</i>	Topic: introduction - Purpose of Maintaining Standard Inventory Topic: Manager's Role - Apartment Manager's Role Topic: Budget - Inventory to Cash Available - Keeping Costs Down - Storing Tools and Supplies - Emergency Supplies - Comparative Shopping - KNOWLEDGE CHECK Topic: Building Relationships - Suppliers - Vendor Programs Topic: Software - Maintenance Management Software

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	Topic: Summary - KNOWLEDGE CHECK included here
<i>Evaluation Plan</i>	Knowledge checks will be included in the course to check for understanding. - Drag and drop matching of the type of tools/supplies needed for a specific maintenance scenario. - Flashcard grids used for multiple choice questions. Immediate feedback given on the flip side of the flash card- red X for incorrect, green check for correct.