

**Joint
Curriculum for the course:
Process management
for the design of an
Integrated Management
System in SMEs
manufacturers of
furniture and other
habitat products**



EASIMS



Co-funded by the
Erasmus+ Programme
of the European Union



PROJECT

The **objective of EASIMS**, co-funded by the Erasmus+ Programme of the European Union, is to train QSE (quality, safety and environment) managers in SMEs so that they learn to implement and maintain an integrated quality, safety and environment management system. Traditionally, companies have managed these processes separately, while treating them jointly increases efficiency and saves maintenance costs.

EASIMS' aim is to focus on the training and facilitation of an IMS. The project has **identified the skills needed by an IMS manager, established a training curriculum and developed the content of the training available in e-learning**. In addition, it has a **computer tool to facilitate the animation and monitoring of an IMS**.

This innovative approach will enable SMEs to implement a pragmatic management system that will bring efficiency to the company and even meet certification requirements.

In this short document, you will have an **overview of the planned training course** that will be developed in the framework of EASIMS project.

You can find more information in the project website: <https://easims.erasmus.site/>

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JOINT CURRICULUM



6 modules
30 units
67 training pills



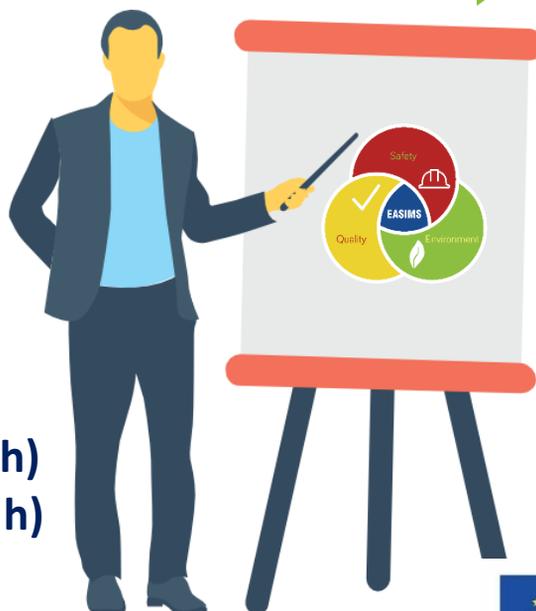
Software tool to
maintain the
Integrated
Management System



E-learning platform
available for free



Designed for SMEs
of the furniture
sector



Course: 1.4 ECVET (35 h)
Project: 0.6 ECVET (15 h)
TOTAL: 2 ECVET (50 h)



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DETAILS DESCRIPTION

6 Modules

30 Units

| | | |
|----------|---------------------------------|--|
| 0 | Process Management (5 h) | <ul style="list-style-type: none">0.1 Introduction to process management (1 h)0.2 Processes identification (1 h)0.3 Processes design (1 h)0.4 Processes implementation (0.25 h)0.5 Processes review (0.25 h)0.6 Processes improvement (0.25 h)0.7 Software tool to design IMS (1.25 h) |
| 1 | Plan (2 h 30 min) | <ul style="list-style-type: none">A1 Plan (1 h)*A11 Design Management System (0 h)*A12 Manage the Government (0 h)A13 Plan the strategy (0.50 h)A14 Communicate the strategy (1 h) |
| 2 | Provide resources (11 h) | <ul style="list-style-type: none">A2 Provide resources (1 h)A21 Manage people (3.5 h)A22 Manage alliances (1.5 h)*A23 Manage the economy and finances (0 h)A24 Manage the infrastructures (3 h)A25 Manage technology and information (1.5 h)A26 Manage legal aspects (0.5 h) |

* They are considered secondary processes and, therefore, only an introduction is provided in the training material.



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DETAILS DESCRIPTION

6 Modules

30 Units

| | | |
|----------|---------------------------|--|
| 3 | Produce (7 h) | <ul style="list-style-type: none">A3 Produce (1 h)A31 Plan the operations (0.5 h)A32 Design & develop products (2 h)A33 Manage customers (2 h)A34 Produce (1 h)A35 Deliver the products (0.5 h) |
| 4 | Check (6 h 30 min) | <ul style="list-style-type: none">A4 Check (1 h)A41 Measure (4 h)A42 Analyse (0.5 h)A43 Inform (1 h) |
| 5 | Improve (3 h) | <ul style="list-style-type: none">A5 Improve (1 h)A51 Schedule improvement (0.5 h)A52 Manage the challenges (0.5 h)A53 Manage the projects (1 h) |

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DETAILS DESCRIPTION

0 | Process Management (Introduction 1 h + units 4 h)

The organizations have the purpose to achieve their goals through the implementation of a strategy and they carry out a set of activities to achieve them. We call those relevant activities "Processes" which are a set of ordered and repetitive activities that add value.

Unit 0.1 (1 h) Introduction

For an effective execution of processes, it is necessary to manage them in their totality. Process management should be based on a structured, analytical and systematic methodology that identifies, designs, implements, reviews and improves the processes of an organization.

Unit 0.2 (1 h) Processes identification

The first phase of the process management cycle is the identification of relevant routines/activities of an organization. The result of the process identification is to give it a title and defining an interrelation with the other processes.

Unit 0.3 (1 h) Processes design

Design is the second phase of the process management cycle, when the characteristics of a process are detailed. The result is a set of elements: Mission, Procedures, Documents, Indicators, Roles and Resources.

Unit 0.4 (0.25 h) Processes implementation

The third phase of the process management cycle is the implementation, when the processes are launched according to what the design phase defined. The result is the automation of products chains through robotic technology and the automation of services chains using BPM technology.

Unit 0.5 (0.25 h) Processes review

Review is the fourth phase of the process management cycle, when the knowledge of the organization's routine activities is managed. The result is a set of static or interactive reports that make possible to evaluate the management and also to identify opportunities for improvement.

Unit 0.6 (0.25 h) Processes improvement

This phase deals with processes improvement, when improvements identified in the review phase are implemented. The result is a set of projects, that are unique activities that require a different management from routine activities. PMI or Kanban are international methodologies that support improvement systems.

Unit 0.7 (1.25 h) Software tool to design the IMS

Use of the software tool to design & maintain the Integrated Management System (IMS).



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DETAILS DESCRIPTION

1 | Plan (Introduction 1 h + A1X 1 h 30 min)

A1 Plan - The mission is to manage the company's management system, formulate and communicate the organization strategy, manage the governing bodies and manage those aspects that define general operating guidelines.

*Unit A11 (0 h) Design the management

The time do define the organization Management System and the design of the processes is the moment when the best existing methodologies are analysed and selected to be applied in the organization. Additionally, the organization guiding documents are produced.

*Unit A12 (0 h) Manage the governance

Manage the organization governing bodies, which can be identified as the Board of Directors and the Shareholders Meeting.

Unit A13 (0.50 h) Plan the strategy

Design the organization's strategy with different levels of detail. The highest, most conceptual and abstract levels usually are the Strategic Principles: mission, vision and values. The lowest, most detailed and concrete levels usually are the Projects.

Unit A14 (1 h) Communicate the strategy

The mission of this process is to implement the communication activities of the strategy, internally and externally.

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DETAILS DESCRIPTION

2 | Provide resources (Introduction 1 h + A2X 10 h)

A2 Provide resources - For an effective execution of processes, it is necessary to manage them in their totality. Process management should be based on a structured, analytical and systematic methodology that identifies, designs, implements, reviews and improves the processes of an organization.

| | | |
|---|--|---|
| <p>Unit A21 (3.5 h) Manage people</p> | <p>Unit A22 (1.5 h) Manage alliances</p> | <p>*Unit A23 (0 h) Manage the economy and finances</p> |
| <p>The aims here are to :</p> <ul style="list-style-type: none"> - obtain that the staff effectively contribute to the successful implementation and achievement of the strategy. - define the staff competencies - evaluate the people that occupy the designed jobs. - deliver the training and evaluate the effectiveness of the training activities | <p>The mission of this process is to achieve those alliances that, in an effective way, allow the organization to implement its strategy.</p> | <p>The point here is to ensure that the economic resources are allocated so that they contribute, effectively, to the organization strategy implementation and achievement.</p> |
| <p>Unit A24 (3 h) Manage the infrastructures</p> | <p>Unit A25 (1.5 h) Manage technology and information</p> | <p>Unit A26 (0.5 h) Manage legal aspects</p> |
| <p>The infrastructures are to be managed so that they contribute, effectively, to the organization strategy implementation and achievement.</p> | <p>At this time, we :</p> <ul style="list-style-type: none"> - get the right technologies that contribute, in an effective way, to the organization strategy implementation and achievement. - manage the information. | <p>The mission of this process is to have a precise knowledge of the legal framework in which the company operates. It contemplates the concept of Compliance.</p> |

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DETAILS DESCRIPTION

3 | Produce (Introduction 1 h + A3X 6 h)

A3 Produce - The mission is to inform and serve the customers, produce those products that have to serve to meet the customers' needs and manage the logistics of raw materials entries and of the output of products.

| | | |
|--|---|--|
| <p>Unit A31 (0.5 h) Plan the operations</p> | <p>Unit A32 (2 h) Design and develop products</p> | <p>Unit A33 (2 h) Manage customers</p> |
| <p>The mission of this process is to:</p> <ul style="list-style-type: none"> - based on the sales forecast (see A33), to manage the Production Master Plan (PMP) with a monthly frequency detailed planning. - have the raw materials available just in time. - plan the daily production process to offer the products "just in time". | <p>The missions is to:</p> <ul style="list-style-type: none"> - design the products prototypes that will be included in the products catalogue. - design those products that need to be adapted. - when required, design the unique products | <p>The 3rd lesson consists in:</p> <ul style="list-style-type: none"> - forecast the sales. - inform potential customers about the existence of our products. - attending the consultations - formalize the contracts - take care of successive modifications - deliver the products |
| <p>Unit A34 (1 h) Produce</p> | <p>Unit A35 (0.5 h) Deliver the products</p> | |
| <p>The process has to manage the raw materials and produce, according to the Master Production Plan (see A31).</p> | <p>The point of this part is to support the logistics needed to efficiently deliver the products to customers.</p> | |





DETAILS DESCRIPTION

4 | Check (Introduction 1 h + A4X 5 h 30 min)

A4 Check - The mission is to check the effectiveness of the actions carried out. This can be done through measurements, indicators, or observations. The results enable to identify opportunities for improvement.

| Unit A41 (4 h) Measure | Unit A42 (0.5 h) Analyse | Unit A43 (1 h) Inform |
|---|--|---|
| The mission of this process is to obtain data. The origin of the information can be different and it includes in this process the obtaining of structured data. | The data are analysed to obtain information. | The information is presented in order to obtain and generate knowledge. |

5 | Improve (Introduction 1 h + A5X 2 h)

A5 Improve - This step makes it possible to finalize the approach in order to ensure the durability of the results of the actions implemented. This is most often about developing or updating documents, such as procedures, processes, guides to good practice, or forms.

| Unit A51 (0.5 h) Schedule the improvement | Unit A52 (0.5 h) Manage the challenges | Unit A53 (1 h) Manage the projects |
|---|---|--|
| The Opportunities for Improvement identified in the A4 process are collected to convert them into Improvement Projects. | The Opportunities for Improvement become concrete Improvement Projects. | The selected projects are carried out. |

