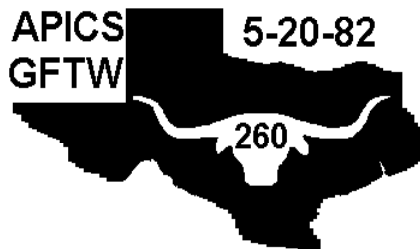




**COMPANY COORDINATOR  
HANDBOOK  
&  
CHAPTER GUIDE**



**GREATER FORT WORTH AREA  
CHAPTER 260**

**[www.apics-gftw.com](http://www.apics-gftw.com)**

**July 1, 2008**

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## WHAT IS A COMPANY COORDINATOR?

A **Company Coordinator** is a **vital link between the local APICS Chapter's Board of Directors and the employees at their company**. A Company Coordinator is most often defined as the **key APICS representative** of their company and is an individual who is dedicated to spreading the professional and educational philosophies of APICS.

As a Company Coordinator, you perform the vital function for your local APICS Chapter of spreading information to both members and non-members (potential members) at your company. You are the best advertisement that money didn't buy! Through grassroots connections, more employees (salaried, hourly, management, and/or non-management) are exposed to the benefits of becoming involved in APICS through your efforts. It is through people like you that APICS has grown into an international organization with more than 45,000 members!

The best description of a Company Coordinator is a **DEDICATED & ENTHUSIASTIC PROMOTER** of all APICS related functions. Successful Company Coordinators are committed to promoting APICS in the workplace and helping the chapter promote Professional Development Meetings, Tech Sessions, Seminars, Chapter sponsored Tours, Certification Courses, CPIM and CIRM Certification, and Education Programs that address the latest manufacturing techniques and practices.

While advertisement and promotion is the primary focus of a Company Coordinator's responsibilities, it is equally important to not only promote the functions listed above but to also **take the necessary actions to get your fellow employees to actually attend and/or support APICS functions**. Examples include making personal contact reminders about APICS events via voice mail, electronic mail, or memos or making reservations for your employees for Dinner Meetings, Tours, and Seminars.

## WHY BECOME AN APICS MEMBER?

As a Company Coordinator, your "bottom-line" purpose is to **promote participation in APICS**. Promoting participation means increasing your company's level of involvement at Professional Development Meetings, Seminars, Certification Courses, Conferences, and Chapter Tours. In addition, your focus should involve helping as many employees at your company as possible become APICS MEMBERS. The information to follow suggests eleven (11) direct benefits which can be recognized through APICS participation. Use this list to highlight the benefits of APICS as you promote APICS involvement at your own company.

# **APICS – The Association for Operations Management - promotes Professional Development and Success! In short, APICS.....**

## **1. Supports Professional Growth**

APICS offers two Internationally recognized professional certification programs:

### **CPIM: Certified in Production and Inventory Management**

Introduced in 1973, the APICS Certified in Production and Inventory Management (CPIM) program is recognized around the world as the standard of professional competence in the business of manufacturing. The program is designed to develop specialized knowledge in the very latest production and inventory management techniques and trends, including production planning, material and capacity requirements planning, JIT and systems and technologies.

### **CSCP: Certified Supply Chain Professional**

The Certified Supply Chain Professional (CSCP) program is a new industry educational and certification program created to meet the rapidly changing needs of the supply chain management field.

The CSCP program takes a broad view of the field, extending beyond internal operations to encompass all the steps throughout the supply chain—from the supplier, through the company, to the end consumer—and provides you with the knowledge to effectively manage the integration of these activities to maximize a company's value chain.

## **2. Has Established a Worldwide Network which Includes over 70,000 Manufacturing Professionals**

With more than 270 chapters in North America, APICS offers you valuable opportunities to network with manufacturing professionals in your local area. Chapters offer educational classes, seminars, dinner meetings, and other opportunities for professional advancement.

## **3. Provides Information about Employment Opportunities**

The APICS Employment Referral Program is a cost-effective way to reach a targeted network of manufacturing professionals by pairing qualified job candidates with interested companies. Employers seeking job applicants or job applicants seeking employment should contact the APICS Employment Referral Coordinator at (800) 444-2742. Job are also posted on the websites of many chapters. GFTW's website is: [www.apics-gftw.com](http://www.apics-gftw.com).

## **4. Gives Discounts on Learning Materials, Seminars, and Conferences**

APICS members receive special discounts on registration fees for all of our top-flight educational programs. In addition, reduced member prices on all APICS materials help you keep current on the latest manufacturing trends.

## **5. Promotes Top-Flight Educational Programs**

APICS members can take advantage of a variety of innovative educational programs. From APICS' hands on Manufacturing Essentials and Integrated Resource Management workshops to the International Conference and Exhibition, members have access to the information they need.

## **6. Distributes Industry Periodicals**

APICS members receive monthly issues of *APICS--The Performance Advantage*. Packed with informative articles and information on upcoming industry events, these periodicals help keep you on the leading edge of the latest manufacturing trends and technologies.

## **7. Maintains an Educational and Research Foundation**

The Educational and Research (E&R) Foundation is a nonprofit, 501(c) (3) organization dedicated to contributing to the manufacturing industry's body of knowledge by supporting dozens of student chapters and hosting a full range of educational activities at the APICS Training Center for Manufacturing Excellence located near Pittsburgh, PA. Grants and scholarships are also available through the E&R Foundation. For more information call APICS Customer Service at (800) 444-2742 or (703) 237-8344 or visit the APICS webpage.

## **8. Offers Special Member Services**

APICS is constantly exploring new programs that will benefit our members. Current offerings include:

**New! APICS Live Learning Center** Get conference content on demand. The APICS Live Learning Center gives APICS members and conference attendees unlimited, complimentary access to presenter manuscripts and PowerPoint presentations from the educational sessions. An audio file compilation of APICS 2007 educational sessions is available for purchase. Members and conference attendees can visit [www.apicsconference.org](http://www.apicsconference.org) or contact APICS Customer Support at (800) 444-2742 or (703) 354-8851 or [service@apics.org](mailto:service@apics.org).

### **Updated! APICS Dictionary, 12th edition**

The APICS Dictionary is the standard for terms and definitions in the inventory and supply chain management field. The 12th edition, published October 2007, contains more than 4,000 essential terms, 500 of which are new. Members can request their copy at [www.apics.org/freedictionary](http://www.apics.org/freedictionary) or by contacting APICS Customer Support as indicated below.

**New! Aberdeen Research** Get the facts that drive business decisions. APICS members have full access to the Aberdeen Research Archive that contains more than 5,000 documents focused on the global value chain (a \$995 value). Research channels include current, relevant information on supply chain, manufacturing, information technology, finance, retail, human resources, and product research and development. Visit [www.apics.org/benefits](http://www.apics.org/benefits).

### **New! AMA Business and Management Training**

APICS members can enhance their competitive edge with business and management training through the American Management Association, the leading force in business and management education. APICS members receive up to 30 percent off training along with news and Web site access. Visit [www.apics.org/benefits](http://www.apics.org/benefits).

### **Updated! APICS Courseware**

Enhance your skills and career mobility through APICS certification programs. APICS is expanding its APICS-developed course offerings including

- Finance for Operations Managers
- Global Sourcing
- Continually updated APICS courseware
- Major updates to APICS CSCP and APICS CPIM courseware in 2008
- Annual updates from 2008 forward.

APICS members pursuing certification enjoy savings averaging 25 percent on certification preparation classes, review materials, and testing fees. Members belonging to chapters can more effectively work through the certification process by taking chapter review courses and participating in study groups.

### **Updated! APICS Career Center**

Fill a position or find a job at the APICS Career Center—the online career destination for operations management professionals. Now the APICS Career Center will host career development Webinars led by recognized career development experts offering practical tips on résumé writing, career transition, and professional development. Only members may post their résumés for review by potential employers and subscribe to the job alerts service. Members also receive discounts on job posting packages. Members have full access to the online APICS Career Center at [www.apicscareercenter.org](http://www.apicscareercenter.org).

### **Updated! APICS Webinars**

APICS Webinars provide convenient, online educational opportunities for members. More topics and expanded offerings are available. APICS also presents webinars for volunteers and chapter leaders. A number of APICS Webinars are available on demand at member savings and free of charge at [www.apics.org/webinars](http://www.apics.org/webinars).

**APICS Learning Communities** Connect and collaborate with your peers through the APICS global network. APICS Learning Communities are online forums where members can gather regularly to share ideas, develop best practices, and find solutions to everyday challenges in operations management. Visit APICS Learning Communities at [www.apics.org/communities](http://www.apics.org/communities).

**Back by Popular Demand! P&IM Journal** The Production and Inventory Management Journal publishes original research that has a significant effect on operations management. Anticipate more information on the journal in 2008.

**APICS Web Site** APICS members can access exclusive, members-only content on the APICS Web site. Members can use the site to research pressing issues using the searchable Publications Database, stay abreast of industry terms and definitions using the online APICS Dictionary; obtain white papers; and find free APICS Webinars On-Demand on operations management topics and other valuable industry information.

**New! APICS/SAP Benchmarking Study** The APICS/SAP Benchmarking Study enables member companies to compare productivity through a joint study. Complete the study online at [www.apics.org](http://www.apics.org).

### **Ask APICS**

Ask APICS is a hotline service that provides personalized, real-time solutions to business challenges in operations management. Provided in partnership with Rochester Institute of Technology, it's like having a free research staff at your disposal. Contact the Ask APICS staff by telephone at (585) 475-2098, e-mail at [apics@rit.edu](mailto:apics@rit.edu), or fax at (585) 475-5240.

### **Enhanced! APICS Magazine**

Stay current on industry trends and developments with the award-winning APICS magazine. APICS magazine will introduce a new mix of digital and print content including:

- Seven issues of the magazine during the year, with a greater, enhanced digital presence on the APICS Web site.
- More timely and valuable news updates online and via e-mail in between issues of APICS magazine.
- An enhanced digital version of the magazine that is more visually appealing to those who access the information online, enabling more reliable and timely delivery of the magazine to international members.

APICS magazine features innovative ideas and real-world strategies for inventory, materials, production, and supply chain management; planning and scheduling; purchasing; logistics; warehousing; and e-business solutions for professionals at every level of an organization. Members receive print copies in the mail, and can also read APICS magazine online at [www.apics.org/resources/magazine](http://www.apics.org/resources/magazine).

**Questions about your member benefits?** Contact APICS Customer Support at (800) 444-2742 or (703) 354-8851 Monday-Friday, 8:30 a.m. to 5:00 p.m. ET or email [service@apics.org](mailto:service@apics.org).

## **9. Promotes Student Chapter Involvement to Help Our Industry Grow**

With more than 190 student chapters nationwide, APICS offers tomorrow's work-force direct exposure to professional opportunities within manufacturing. The GFTW Chapter 260 sponsors UTA Student Chapter S065.

## THE TOP SIX OBJECTIVES OF A COMPANY COORDINATOR

The six (6) primary objectives of a Company Coordinator are listed below. The pages to follow provide a more in depth discussion of each objective.

1. Provide **feedback** to the board on chapter performance.
2. Be a **source of information** within your own company regarding membership and APICS programs.
3. **Coordinate registrations/reservations** for dinner/program/education programs.
4. Assist with **record keeping** of membership within your own company.
5. Promote APICS **education and certification** within your company.
6. **Volunteer support** based on your time and availability to represent the chapter at functions sponsored by the chapter.

### PROVIDING FEEDBACK

You are the person most visible in your company that people associate with APICS. If they do or don't like something about a tech session, a dinner, a speaker, or an educational program, YOU will probably hear about it. Please, pass all feedback you receive on to the Board of Directors. We need member input to provide speakers and programs that best meet our members needs and interests.

Submit a Company Coordinator Report every Quarter summarizing what you have been doing as a company coordinator. Submit your report to the Chapter's Director of Company Coordinators. The information will be compiled and forwarded to the Director of Company Coordinators. Examples of the type of information you might want to list in your report include the following:

- In-house educational programs
- Number of people actively pursuing certification
- Employees recently certified (CPIM or CIRM)
- Number of new members
- Future plans/goals
- Any process improvements based on APICS principles.

### SERVING AS AN INFORMATION SOURCE

The Board of Directors relies on Company Coordinators to help in spread information quickly to a large number of people on educational and seminar opportunities. Although our newsletter may contain the information, having someone personalize it to fellow employees is often more effective.

You are also the best source for attracting new members and keeping upper management involved. **Post your newsletter monthly! Send an extra copy to your Boss.**

**NOTE:** As a company coordinator you can specify the number of newsletters you wish to receive. If you are not receiving enough newsletters or if you are not receiving the newsletters at all, please notify the Director of Company Coordinators.

## **COORDINATING REGISTRATIONS/RESERVATIONS**

Informing your co-workers of upcoming events and accumulating their responses to send to send by email is one of the more important tasks Company Coordinator's perform. Typically, a memo is sent (emailed if possible) to a distribution list stating the upcoming dinner speaker or educational program/seminar. A response is sent back to you by the recipient and you are responsible for turning in all "yes" responses to the Chapter PDM Registration page by the deadline. Having the Company Coordinators involved in grassroots advertising has increased attendance at meetings tremendously.

The goal is to continue involving more of your company's employees in APICS and always strive to increase participation!

## **KEEPING RECORDS**

Keeping membership information up to date is one of the most time consuming and vital tasks in a chapter. We rely on you to assist in:

- Periodically updating and purging our files of old or new members from your company.
- Maintaining records of who attended the dinner meetings
- Keeping track of members pursuing certification status. Notify the board when someone becomes certified so he or she can be recognized in the newsletter. Also, members receive their certification pins free if they are presented to them during the dinner meetings!

A list of all active members for your company can be printed and mailed to you. Contact the Chapter Director of Information Services or V.P. of Membership to receive a copy of this information.

## **PROMOTING EDUCATION & CERTIFICATION**

APICS GFTW Chapter 260 offers all of the internationally recognized professional certification review courses for CPIM and CSCP, the Fundamentals of Materials and Operations Management courses, Just-In-Time: Lean Operating Principles and Techniques, Introduction to Enterprise Resources Planning, Lean Manufacturing Workshops, and the Inventory Essentials Workshops. These offerings are all offered at either the UTA Riverbend campus or at your facility.

## **CPIM**

## **Certified in Production and Inventory Management**

### **The Internationally Recognized Standard for Excellence**

An ideal educational and testing program for practitioners in the manufacturing industry who specialize in production and inventory control. Since the first exam was given in 1973, more than 30,000 professionals have received the CPIM designation. The exams cover all the major areas of production and inventory management.

CPIM provides a common basis for individuals and organizations to evaluate their knowledge of the evolving field of production and inventory management. The program has helped individuals and their organizations become more productive and competitive because it is designed to test candidates' in-depth knowledge of a variety of subjects specific to production and inventory management.

Introduced in 1973 and reconfigured in 2000, CPIM continues to live up to its mission of educating individuals in the concepts, tools, terminology, and integration of topics across operations functions.

All certification modules are taught by experienced professionals. The classes provide a forum for discussion and exchange of ideas with peers. Following is an overview of each of the CPIM modules.

#### **Basics of Supply Chain Management (BSCM)**

This is an introductory course for production and inventory management personnel and CPIM candidates. This course provides basic definitions and concepts for planning and controlling the flow of materials into, through, and out of an organization. It explains fundamental relationships among the activities that occur in the supply chain from suppliers to customers. In addition, the course addresses types of manufacturing systems, forecasting, master planning, material requirements planning, capacity management, production activity control, purchasing, inventory management, distribution, quality management, and Just-in-Time manufacturing. Knowledge of the material in this module is a suggested prerequisite for the other modules.

### **Master Planning of Resources (MPR)**

In this course, students explore processes used to: develop sales and operations plans; identify and assess internal and external demand and forecasting requirements; and effect an achievable master schedule consistent with business policies, objectives, and resource constraints. The course focuses on developing and validating a plan of supply, relating management of demand to the environment, and developing and validating the master schedule.

In addition, the course encompasses concepts for transforming sales, marketing, and business requirements into a feasible and economic operations plan in various business environments. It also addresses concepts and methodologies for managing projected and actual demands from distribution networks and external customers. Finally, the course presents methods for integrating sales and operations plans, demand forecasts, and customer demand into a specific master schedule.

### **Detailed Scheduling and Planning (DSP)**

This course focuses on material and capacity scheduling and planning. It includes a detailed explanation of material requirements planning (MRP), a technique suitable for use in job shops. The course also introduces another material planning technique, material-dominated scheduling, which is applicable to process industries and other mature production environments. The course explains capacity requirements planning in detail and introduces other capacity-planning techniques, including processor-dominated scheduling.

### **Execution and Control of Operations (ECO)**

This course focuses on three main areas: prioritizing and sequencing work; executing work plans, implementing controls, and reporting activity results; and evaluating and providing feedback on performance. The course explains techniques for scheduling and controlling production and process operations. It also addresses the execution of quality initiatives and continuous improvement plans as well as controlling and handling inventories. Finally, the course presents techniques for evaluating performance and collecting data for effective feedback.

### **Strategic Management of Resources (SMR)**

In this course, students explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply-chain-related functions. The course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change.

**For maximum comprehension of course content, students should be familiar with the information and concepts presented in other CPIM modules before taking this course.**

**The courses above are listed in a recommended sequence.** Detail information on the CPIM program and courses is available in the CPIM brochure, item #09059, and CPIM Registration Bulletin, item #09053. Both are free and available by calling APICS, 1-800-444-2742. Refer to the chapter web site for class schedules and tuition rates.

# CFPIM

## Certified Fellow in Production and Inventory Management

Once the CPIM certification is achieved, you may continue your professional education by becoming a CFPIM. This designation gives added prestige and recognition of an elite group of professionals. To earn the CFPIM, you must follow APICS guidelines on sharing your knowledge with others. This is done through presentations, publishing articles and/or books, and participating in APICS educational activities. Additional information is available in the CPIM Exam Content Manual, Item #09051, and the CFPIM Application Form, Item #09052.

### CFPIM Activities

**Presentations** Earn points for any talk given before either an APICS or non-APICS audience, including APICS annual conference presentations, APICS national or regional conference talks, or non-APICS conference, dinner meeting or workshop presentations.

**Published Works** Eligible works include any article in *APICS—The Performance Advantage*, *Production & Inventory Management Journal*, *Journal of Operations Management*, a chapter submitted for the APICS handbook, or an article in a non-APICS magazine or journal on MRP.

**Classroom Instruction** Claim one point for each hour of classroom instruction made to an APICS audience or non-APICS audience as long as the content relates to the APICS body of knowledge.

**Additional Activities** Earn points for officially sanctioned CPIM or CSCP workshops or for contributing to the expansion of the CPIM program by, for example, participating in APICS courseware review.

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# CSCP

## Certified Supply Chain Professional

The Certified Supply Chain Professional (CSCP) program is a new industry educational and certification program created to meet the rapidly changing needs of the supply chain management field.

From the manufacturing to the service industry, regardless of whether a company is serving business or consumer markets or is for profit or not-for-profit, the increasingly important role of supply chain management is affecting all organizations. Customers already expect good quality at low prices, and speed of delivery is becoming more important. As a result, effective supply chain management has become essential to successfully compete in today's global marketplace.

The CSCP program takes a broad view of the field, extending beyond internal operations to encompass all the steps throughout the supply chain—from the supplier, through the company, to the end consumer—and provides you with the knowledge to effectively manage the integration of these activities to maximize a company's value chain.

After earning your CSCP designation, you will:

- Learn to boost productivity, collaboration, and innovation
- Discover how to positively affect lead times, inventory, productivity, and bottom-line profitability
- Understand how to manage the integration and coordination of activities to achieve reduced costs and increase efficiencies and customer service
- Gain the knowledge to effectively and efficiently manage worldwide supply chain activities
- Achieve greater confidence and peer and industry recognition
- Enjoy the potential for career advancement and increased earnings.

Who should pursue the CSCP education and designation?

The CSCP program is for professionals in operations and supply chain management. This designation is ideal for you if you are

Interested in more depth of knowledge and understanding in the areas of supplier and customer relations, international trade, the use of information technology to enable the supply chain, and physical logistics.

A professional who is consulting or teaching supply chain functions

Working with enterprise resources planning (ERP) systems.

The CSCP program will help you advance your career while giving you the foundation to improve your company's competitive position and profitability.

### CSCP Domains

The CSCP body of knowledge is made up of the following four domains

- Supply Chain Management Fundamentals
- Building Competitive Operations, Planning, and Logistics
- Managing Customer and Supplier Relationships
- Using Information Technology to Enable Supply Chain Management

### CSCP Exam Preparation

To help prepare you for the CSCP exam, APICS has developed the [CSCP Learning System](#). Based on the CSCP body of knowledge, the learning system is a comprehensive professional development and exam preparation program. It combines print materials with interactive online tools to deliver a customized learning experience.

### Becoming a CSCP Candidate

The CSCP examination is available to individuals who have relevant work experience and education. To be eligible for the CSCP exam, a candidate must meet **one** of the following criteria:

- Bachelor's degree or equivalent, plus two years of related business experience
- CPIM, CFPIM, CIRM, or C.P.M. designation plus two years of related business experience
- Five years of related business experience.

## Fundamentals of Materials and Operations Management

The Fundamentals program offers an exciting classroom based, instructor-led educational opportunity for people new to materials and management operations — or people working in positions that interact with this field. Participants gain practical, essential skills that help them become more effective and productive in their jobs. The four-module format teaches basic concepts, techniques, and terminology.

For people aspiring to APICS certification, Fundamentals establishes a solid entry-level base of knowledge upon which to build. The four modules of Fundamentals are:

### Fundamentals of Inventory Control

Participants are introduced to essential vocabulary and skills identifying and applying the basic principles of inventory management. Basic methods of planning and controlling inventory in manufacturing, institutional, distribution, and retail environments are covered. The questions of what to stock are addressed through an examination of current and evolving technologies of inventory management.

**Objectives:** To impart a fundamental knowledge and understanding of inventory management principles and techniques, providing participants with a greater understanding of their roles and responsibilities in the control of inventory and the impact that inventory can have on a business.

### Fundamentals of Planning

This course introduces participants to the principles of effective planning. The course presents the concepts of planning at each level, from strategic to tactical. Participants work together to solve problems, develop plans, build teams, and present solutions. Through this course, they learn the essential ingredients of effective planning and have an opportunity to practice and enhance their own planning skills.

**Objectives:** To impart a fundamental knowledge and understanding of basic planning principles and techniques that are used at each level of the planning process. To provide practical examples and exercises, giving participants an opportunity to improve their planning, teamwork, and presentation skills.

### Fundamentals of Manufacturing Control

This course deals with priority and capacity management through the use of material requirements planning (MRP), capacity management, capacity requirements planning (CRP), production activity control (PAC), and JIT. This course explores the execution of the production plan and master production schedule, reactions to capacity constraints, and maintenance of individual order control.

**Objective:** To impart a fundamental knowledge and understanding of priority and capacity management.

## Fundamentals of Operations Management

This course is concerned with the design of systems to produce goods and services and the operation of those systems. It discusses relationships within the company environment, particularly with marketing and product design. Topics covered include facilities planning, Total Quality Management (TQM), cost analysis, project planning, and operations resource management.

**Objective:** To impart knowledge and understanding of operations resource management and the factors involved in designing and operating a production process.

These are 12 session modules that will be approximately 3 hours per weekly class session. Participant evaluation includes weekly performance checks of class work, readings, and homework; a mid-term examination; a final examination, and case studies. Participants that successfully complete each module will receive a Certificate of Completion.

For additional information call APICS at 1-800-444-2742 and ask for the Fundamentals of Materials and Operations Management Program Overview document, stock #04091. Refer to the chapter web site for class schedules and tuition rates.

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## Inventory Control Workshops

### Basics of Inventory Management

To most organizations inventory is one of the more visible and tangible aspects of doing business. Beginning with the management of suppliers delivering raw materials to goods in various levels of completion in the production process and management and delivery of finished goods in the distributions channel, each type represents money tied up until the inventory becomes purchased products. The workshop provides a broad overview of basic concepts and good inventory management strategies.

**Course Information:** 1 session, 4 hours total

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### Cycle Counting Workshop

In this workshop, the participants will learn how to implement or improve a cycle counting program and what the real purpose of cycle counting is: finding and fixing the causes of inventory errors. Also included are several methods for selecting items to count, using correct accounting techniques, and reconciling any outstanding transactions. In addition, the participant will learn various reporting methods to illustrate the results of the cycle counting program to employees and management.

**Course Information:** 1 session, 4 hours total

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### Physical Inventory Workshop

This workshop will discuss what works and what doesn't as the participant learns the essential preparation steps and activities to perform in advance. These activities include everything from cleanup and sorting to working with auditors. The best physical inventories require the best, most thorough, preparation. The participant will also learn how to keep the physical inventory under control once it starts. From tracking of tags to weigh scales and facility maps to handling recounts, this course guides the way. **Course Information:** 1 session, 4 hours total

### **Material Requirements Planning and Bills of Material Workshop**

To effectively use a Material Requirements Planning (MRP) system, it's essential to understand how bills of material (BOMs) are structured and how MRP calculates requirements. This course includes instruction and exercises so students can practice these important concepts. From structuring simple BOMs to creating phantom bills, modular bills, and super bills, the participant will learn many ways to use BOMs, how to calculate material requirements, and some common action/exception messages that MRP systems frequently include. **Course Information:** 1 session, 4 hours total

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### **Distribution Inventory Management Workshop**

This workshop focuses on the distribution network model and its objectives, activities, and distribution inventory management decisions and includes interactive exercises to present the fundamental concepts associated with the distribution environment. It is appropriate for management, sales, purchasing, forecasting, materials management, operations personnel, shipping/receiving, and any other supply chain function tangent to the distribution activity. **Course Information:** 1 session, 4 hours total

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## **Introduction to Enterprise Resources Planning (ERP)**

The Introduction to Enterprise Resources Planning (ERP) course will help you determine if your organization is ready for an ERP implementation, examine the benefits of implementing an ERP system, and build a compelling business case in support of an ERP implementation. Introduction to ERP provides a foundation for understanding the process integration of businesswide functions (demand management, product design, and delivery) required and supported by an ERP implementation.

The Introduction to ERP course explores essential terminology, investigates guidelines for implementation, and includes a manufacturing case study. The course also addresses tactical functions required, such as project management and project planning, and provides an overview of implementation alternatives for ERP.

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## **IN-HOUSE CLASS OPPORTUNITIES**

In addition to the public classes offered, any company has the opportunity to hold review courses at their own facility. In-House courses offers flexibility to employees at your company/

Based on the input from the employees at your company, you as a Company Coordinator choose the module your company prefers. To set up In-House courses, contact the V.P. of Education for the Chapter. They can help you determine whether or not the appropriate instructor is available for the time and date of your choice.

Coordinators have played a key role in organizing and starting in-house programs. The results have been new certified members and more people participating in attending APICS events.

## Certification Maintenance

### Maintain Your Hard-Earned CPIM or CFPIM Designation!

To keep your CPIM or CFPIM status current and avoid suspension of your credentials, you must demonstrate that you have maintained your certification through the APICS Certification Maintenance program every five years. To maintain your hard earned designation, CPIMs must earn 75 professional development points and CFPIMs must earn 100 professional development points. **Refer to the Certification Maintenance Bulletin, Item # 09033, for important program policies and guidelines.**

**Apply Now for Certification Maintenance.** Please make sure that your application is postmarked no later than the last day of the month in 2003 in which your application is due to avoid suspension of your credentials. Candidates due in 2004 and beyond will receive an updated application in the future.

**Earning Points.** Many activities from a wide variety of sources are accepted for points toward Certification Maintenance. The Certification Maintenance Bulletin provides the official guidelines for accepted activities and points earned. If you don't see your question addressed, send an email to: certmain@apicshq.org.

### Opportunities to Earn Points through APICS Programs:

**APICS Membership** (6 points per year)

**APICS International Conference & Exposition** (24 points for full conference registration and attendance)

**APICS Educational Offerings** (1 point per instructional hour)

**APICS CPIM and CIRM Exams** (10 points earned for each exam passed)

If you have any questions regarding the Certification Maintenance program, send an e-mail to certmain@apicshq.org.

## VOLUNTEERING SUPPORT & PERSONAL PARTICIPATION

Below is a list of suggestions on how you as a Company Coordinator can volunteer support to your local Chapter and for APICS as an organization in general.

- Serve on a Company Coordinator Committee
- Prepare or assist in the preparation of the application for the Company of the Year Award
- Participate in Chapter Functions as Needed
- Apply for the Company Coordinator of the Year Award

For more information, contact the current Vice President of Membership.

## GETTING STARTED

There are a couple of ways you can become a Company Coordinator. If you are interested in assisting the Chapter by being the Coordinator for your company, simply contact someone on the Chapter Board and VOLUNTEER.

You might also be approached by a board member and asked if you would be willing to serve in this capacity.

Your supervisor may ask you to serve as the Company liaison with the Chapter. In this case you might wish to submit a LETTER OF APPOINTMENT AS A COMPANY COORDINATOR to the Chapter. This would preferably be on company letterhead to the Director of Company Coordinators. If your company has more than one coordinator, each coordinator should submit his/her own letter or memo. The letter or memo should be addressed to the Chapter Director of Company Coordinators and should be from your supervisor, plant manager, or from yourself if the other options are not available.

## COMPANY COORDINATOR REPORTS

The purpose of Company Coordinator Reports is to provide feedback to the Chapter regarding APICS participation, education, and successes occurring at all of the individual companies within the local Chapter. In addition, the reports serve as status indicators for what you are doing as a Company Coordinator.

In general, a Company Coordinator Report is a one page summary of the APICS events in which your company's employees are participating. The type of information usually mentioned in a Company Coordinator Report includes the following:

- In-house educational programs
- Number of people actively pursuing certification
- Employees recently certified (CPIM or CIRM)
- Number of new members
- Future plans/goals
- Any process improvements based on APICS principles.

The due dates for the Company Coordinator Reports for the APICS year are the dates for the chapter board meetings (2<sup>nd</sup> Thursday) of the following months:

Report 1	November
Report 2	February
Report 3	May

## ***THE ROUNDUP* NEWSLETTER ARTICLES**

The **Friday after the Board of Director's meeting is the deadline for submission of articles.** The BOD meeting is held the 2<sup>nd</sup> Thursday of every month. As a Company Coordinator, you are strongly encouraged to contribute to *THE ROUNDUP* newsletter. The most common topics of articles written in the past by Company Coordinators include APICS Education or Company Profiles. APICS Education articles generally spell out what modules the employees have taken recently or are in the process of taking and the participation level associated with the course. Company Profile articles usually provide a summary of the company's operations, systems, markets and discuss how APICS principles or education have been or will be applied and implemented at the coordinator's company.

## **COMPANY NEWSLETTER ARTICLES**

As a Company Coordinator, you are also strongly encouraged to write articles which promote APICS and Chapter activities in your own company newsletter. Often, you can increase participation in APICS Certification courses by placing articles in your company newsletter. When you do this, please provide copies of these newsletters to the Board for inclusion in the Chapter's Passport Program book and so you can be recognized for your contributions.

## **COMMITTEE ASSIGNMENTS**

As a Company Coordinator, you have the opportunity to participate on various Committees. Contact the Vice President of Membership for details.

The Pre-Established Committees include:

- Chapter Board Nominating Committee
- Education Committee
- Financial Audit/Planning Committee
- Membership Committee
- Programs Committee
- Seminar Committee
- THE ROUNDUP* Newsletter Committee

Include information about any committees on which you serve in your reports.

## **PROFESSIONAL DEVELOPMENT MEETINGS (PDMs) & TECHNICAL SESSIONS**

Keep an up to date list of when the next Professional Development Meeting (PDM) will be held, who is giving the presentation, who is giving the tech session, and what topics will be presented. Make announcements, advertise, and make reservations for your employees as necessary.

Try scheduling someone from your company to present a "Tech Session" considering what openings are available. Refer to the latest copy of the Calendar of Events on the back page of the newsletter.

## **TOURS**

Do your part to inform the employees of your company of all upcoming tours. (Where, when, what time, highlights, etc.) Help make their reservations where applicable. Would your company be willing to host a tour?

## **SEMINARS**

Do your part to inform the employees of your company of all up coming seminars. (Where, when, what time, highlights, etc.) Help make their reservations where applicable.

## **COMPANY OF THE YEAR AWARD**

Each year the Greater Fort Worth Area Chapter of APICS awards a "Company of the Year" award to the company that best promotes the goals and ideals of APICS both internally and externally of its own organization. Participation by companies is very important to the growth and expansion of APICS knowledge in the workplace. Companies play a crucial role in marketing APICS sponsored classes, meetings, events and seminars within their corporate culture. As a result of the participation, a synergistic relationship is formed that benefits both the company and the APICS chapters.

In today's global economy, American companies are constantly searching for options to develop or maintain a competitive edge. APICS provides a means for companies to provide cost effective education on the latest techniques and principles of manufacturing management. APICS also provides a network of industry peers to communicate strategies and business changes.

If you are interested in signing your company up for participation in this award please read the rules and procedures outlined below!

## **RULES AND PROCEDURES**

The Company of the Year award is awarded by the executive committee of the Greater Fort Worth Area Chapter on the basis of service to the Chapter.

*Who is Eligible to Participate:*

In order to be eligible to participate in the Company of the Year program, a company must:

1. Must have at least one current member of the Greater Fort Worth Area Chapter

2. Must have a Company Coordinator registered with the Chapter.

If you do not have a Company Coordinator, and wish to participate, choose a current member of APICS and contact the Director of Company Coordinators.

## EXPLANATION OF AWARD SYSTEM

*Entries will be judged according to your response to the following categories:*

- In-house promotion of APICS
- External promotion of APICS
- Chapter Service
- Education

**NOTE: ALL CRITERIA IS BASED ON AN ANNUAL JULY-APRIL TIME FRAME**

Each submission must state the company's primary business interest, a brief history, length of active involvement with APICS, and approximate number of employees. Entries for Company of the Year should be in the form of a completed folder that documents each criteria followed by corresponding evidence. There is no specific format except that they be arranged in a manner that reflects the pride of the organization. Entries will be judged on format, appearance, amount of documentation and evidence for each category. Please answer completely and provide supporting information for each sub-category.

## CRITERIA DEFINED

In-house promotion:

Any activities that directly promoted APICS participation within your facility. It includes the following:

- Company Coordinator(s) - copy of letter on company letterhead stating your position
- Company newsletter articles
- Host in-house APICS presentations

External promotion:

Any activities, articles, letters that show how your company supports APICS activities and principles outside of the organization. It includes:

- Speeches at local/national/regional meetings,
- Sponsor or co-sponsoring a seminar/workshop/plant tour.
- Submission of article to a newspaper or magazine

Chapter Service:

This category includes:

- Service as Board members
- Letter to the chapter on CC Activity
- Offer a Plant tour for Chapter or students
- Sponsor a student for certification
- Completion of Membership needs survey
- Meeting attendance
- Service as a committee member
- Provide a tech session speaker or dinner speaker
- Service as an instructor for education classes
- Visit a chapter or BOD meeting
- Membership increases

#### Education

- In-house classes
- Number and percentage of employees participating in certification classes
- Number and percentage of employees certified within the past year

## **COMPANY COORDINATOR OF THE YEAR AWARD**

#### **PROMOTION:**

- Advertisement of Professional Development Meetings's, Tech Sessions, Seminars, Tours
- *THE ROUNDUP* Newsletter Articles Written
- Company Newsletter Articles Written to promote APICS education or the Organization
- Company Attendees to Seminars
- Company Attendees to APICS sponsored Tours
- Company "paid in full" New Members or Renewed Members
- Company Top Mgmt Night Attendees

#### **PARTICIPATION/MEETING ATTENDANCE:**

- Professional Development Meetings
- Tech Sessions
- Company Coordinator Meetings
- First Time Professional Development Meeting attendees from your Company

#### **EDUCATION:**

- CPIM courses
- CSCP courses
- Fundamentals courses
- Workshops
- Number of people at your Company who attended 80% or more of each course offered
- Number of people at your Company Certified (CIRM or CPIM) during the award year
- Number of people Certified at your Company who receive their pin at a Dinner Mtg
- Coordinator Certification

#### **REPORTING:**

- Company Coordinator Reports
- Company Coordinator Appointment Letters
- Letters to First time Professional Development Meeting attendees

#### **CHAPTER SERVICE:**

- Provide a Tech Session Speaker
- Visit a BOD Meeting
- Service on Company Coordinator Committees
- Help with Chapter events as needed

**[END]**