



Defense Work Methods and Standards CGTCDWMS101

Course Description

The Defense Work Methods and Standards course introduces participants to methodologies used in the planning of defense related workloads, in order to control costs and allow for predictable and repeatable execution. Topics explored include the statistical analyses that support work measurement, the management plan and control cycle, engineered and non-engineered standards, time measurement techniques and their applications, and process analysis.

Prerequisite: None

Instructor to student ratio: 1:15

Course length: 80 hours

Course Outline

Introduction to Work Measurement

- Identify facts about work measurement
- Identify the Management Plan and Control Cycle
- Describe the relationship between work measurement and the Management Plan and Control Cycle
- Understand the relationship between work measurement and effective management of workflow
- Understand the difference between engineered and non-engineered work standards

Statistics

- Identify basic statistics concepts
- Identify types of numerical data
- Identify facts about measures of central tendency and variability
- Compute standard deviation
- Compute coefficient of correlation
- Identify common misuse of statistics

Non-Engineered Standards

- Identify facts about the development of statistical time standards
- Collection and tabulation of data
- Develop statistical time standards



Personal, Fatigue, and Delay Allowances

- Identify facts about personal, fatigue, and delay allowances
- Calculate an allowance factor

Performance Rating

- Identify facts about performance rating
- Perform pace setting

Time Studies

- Identify how time studies differ from other work measurement techniques
- Identify the steps required to perform a time study
- Calculate the number of readings using standard time formulae
- Identify facts about a long-cycle time study

Work Sampling

- Define work sampling
- Identify the procedure for conducting a work sampling study

Group Timing Technique

- Identify the advantages and disadvantages of Group Timing Technique
- Identify the procedures required to perform a Group Timing Technique Study

Predetermined Time and Standard Data Systems

- Identify facts about Predetermined Time Systems
- Identify facts about the Standard Data Systems methodology

Application of Work Measurement Data

- Identify facts about major applications of work measurement data
- Identify facts about performance efficiency

Process Analysis

- Develop Flow Process Charts
- Identify facts about Procedures Analysis
- Identify facts about facilities layouts
- Calculate /solve using Kay's Approach
- Identify facts about material handling
- Identify facts about organized cleanup
- Identify facts about value-stream mapping