

Your invitation to a 30-day TRIAL  
at a *SPECIAL DISCOUNT PRICE* . . .

# MASTER PLANNING OF RESOURCES

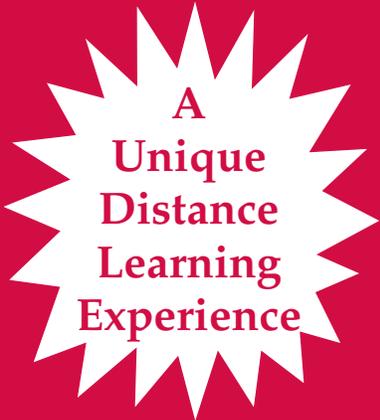
## Take That Next Step Toward APICS CPIM Certification

- *Prepare for your next CPIM Exam*
  - *With help from your own personal instructor  
(toll free 800 number)*
    - *In your own home or office  
at your own pace*

**SEND YOUR  
EXERCISES  
IN BY:**

- **MAIL**
- **FAX, OR**
- **DO THEM  
ONLINE**

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The APICS logo features the word "APICS" in a bold, blue, sans-serif font. A blue arc curves over the letters "A" and "P", starting above the "A" and ending above the "P".A white starburst graphic with multiple points, set against a red background. Inside the starburst, the text "A Unique Distance Learning Experience" is written in red, serif font.

**A  
Unique  
Distance  
Learning  
Experience**

## DEVELOP YOUR MASTER PLANNING KNOWLEDGE AND SKILLS

## PREPARE FOR THE APICS MASTER PLANNING OF RESOURCES CERTIFICATION EXAM

## LEARN PRACTICAL RULES FOR MASTER PRODUCTION SCHEDULING IN MANUFACTURING

### MASTER PLANNING OF RESOURCES—THE DRIVING FORCE THAT LEADS TO MANUFACTURING SUCCESS

A skilled, knowledgeable master scheduler can contribute as much as a revolutionary production process to a company's manufacturing success.

To help you develop your personal master planning of resources knowledge and skills, MGI and Ashok Rao have created

#### **Master Planning of Resources,**

a *new* learning-at-home experience for APICS.

The course combines concise, targeted instructional material with realistic, applications-oriented Skill Development Exercises.

### WHAT YOU'LL DO...AND LEARN ... IN 25 HOURS OR LESS

You'll learn valuable planning techniques including:

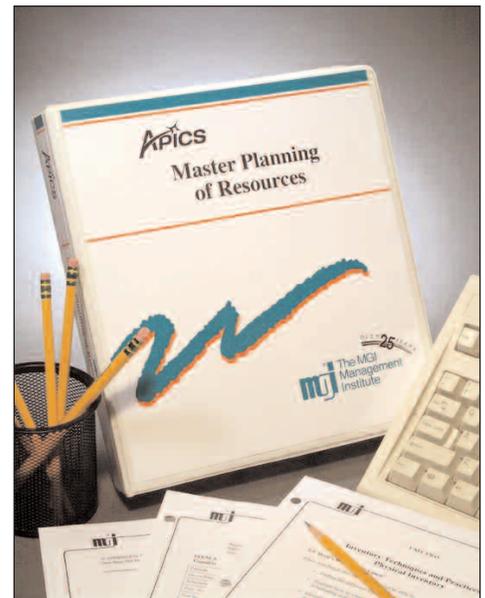
- preparing seasonally adjusted sales forecasts
- rolling up a dual product line forecast into an aggregate one
- computing a forecast using moving averages
- constructing a distribution requirements planning record for a warehouse
- developing production plans using level, chase, and mixed strategies
- designing a master schedule for three related products, each with different safety stock concerns, and much more.

### THE REALITIES OF MASTER PRODUCTION SCHEDULING MPS

You'll work with time fences and learn how to use them; you'll learn to carry out rough-cut capacity planning as well as how to deal with an overloaded MPS. You'll learn to measure actual performance against MPS plans. You'll learn how to buffer the MPS against uncertainty in demand and how to use two-level master scheduling.

### PLANNING BILLS — ONE KEY TO AN EFFECTIVE MPS

You'll learn how to create and use forecast planning bills and MPS planning bills; you'll learn how to define the all-important "plannable core" of the business. All this is designed with three objectives in mind—to enhance your knowledge and skills in master scheduling, to help make you an experienced contributor to your firm in this vital area, *and* to help you prepare for the master planning of resources certification exam.



### HOW THE COURSE WORKS

When you enroll, you'll receive your Master Planning of Resources loose-leaf binder and course materials. This binder will provide a permanent reference for all your master planning activities. In each of the nine units, you'll be provided with

- a comprehensive discussion of an area of master planning
- examples that show you how to apply the principles you've learned and
- a series of Skill Development Exercises designed to help you practice your newly learned skills and solidify the knowledge you've acquired.

### INSTRUCTOR SUPPORT WHEN YOU NEED IT — PLUS A TOLL-FREE NUMBER

You'll send your completed Skill Development Exercises via mail, fax, e-mail, or do them online—your choice—to the MGI Analysis Center. Your exercises will be carefully reviewed by your personal instructor/partner who will provide helpful comments whenever necessary. If you have questions, you can call a toll-free 800 number to get them answered.

### WHO SHOULD TAKE THIS COURSE

You should take this course if you want to advance in production planning, purchasing, or operations management positions. This course will help you prepare for the master planning of resources certification exam.

## LET A RECOGNIZED EXPERT HELP YOU DEVELOP YOUR MASTER PLANNING SKILLS. . .

Ashok Rao, Ph.D., CFPIM, combines extensive industrial experience with broad-based training skills. Currently professor of technology, operations, and information management at Babson College, Wellesley, MA, and chair of the Management Division, Rao also teaches at the Harvard Extension School and has more than 30 years of experience in teaching and in industry. Decision Sciences Institute, an international professional society, has recognized him four times for his teaching.

Rao earned his Ph.D. in industrial engineering and M.S. in electrical engineering from the University of Iowa. He has been active with the APICS Curricula and Certification Council and the Center for Quality Management (the Education and Training Committee). He is past president of the APICS Boston Chapter.

## WHEN YOU FINISH . . . ENHANCED CERTIFICATION EXAM PREPARATION AND UNDERSTANDING OF MASTER PLANNING OF RESOURCES

When you complete the course, you'll have earned 3.5 Continuing Education Units (CEUs), and you'll receive a signed Certificate of Completion suitable for framing and display.



Perhaps most important of all, you'll be better prepared for the APICS Master Planning of Resources certification exam, and you'll have gained the experience and skills you need to make significant, ongoing contributions to all your company's MPS planning activities.

## ENROLLMENT INFORMATION

Detailed information on enrolling in **Master Planning of Resources** is located on the back page of this brochure.

## COURSE CONTENT

### UNIT ONE: **Master Planning of Resources—An Overview**

The objectives of a master plan; demand management and its underlying concepts; how to transform a strategic plan into a detailed plan for manufacturing.

### UNIT TWO: **Forecasting Demand**

Three characteristics of good forecasts; sources for market data; how to calculate a forecast using quantitative techniques; exponential smoothing and other subjective techniques; how to monitor your forecasts.

### UNIT THREE: **Customer Service and Distribution Planning**

Developing the production plan; using resource planning to assess production plan feasibility; linking the production plan to the master schedule; how to convert aggregate market forecasts to production forecasts.

### UNIT FOUR: **Sales and Operations Planning**

How to develop a sales and operations plan; ensuring the plan's feasibility through resource planning; linking the plan to the master production schedule; converting aggregate forecasts to operations forecasts.

### UNIT FIVE: **Basic Mechanics of Master Scheduling**

How to construct a master schedule for make-to-stock and make-to-order products; linking the master schedule to the forecast and to the MRP system.

### UNIT SIX: **Principles and Practices of Master Production Scheduling**

Time fences and how to use them; rough-cut capacity planning; the meaning of an overloaded MPS; measuring performance against the MPS.

### UNIT SEVEN: **Planning Bills of Material**

Forecast and MPS planning bills and why they're needed; how to create and use a forecast planning bill and an MPS planning bill; the "plannable core" of the business and how it's determined.

### UNIT EIGHT: **Advanced Concepts of MPS**

How to buffer the MPS against demand uncertainty; creating a final assembly schedule; two-level master scheduling; when and how to use promising to capacity.

### UNIT NINE: **Realities of Master Scheduling**

The concepts of computerized master scheduling; qualifications of a master scheduler; problems to expect when managing a master schedule; examples of MPS in practice.

ALL  
IN  
YOUR  
OWN  
OFFICE  
OR  
HOME . . .

AT  
YOUR  
OWN  
PACE . . .

WITH  
YOUR  
PERSONAL  
INSTRUCTOR  
TO  
HELP  
YOU

# ENROLLMENT INFORMATION

APICS  
MEMBERS  
SAVE \$80.00

## COMMENTS FROM OTHER APICS HOME STUDY PARTICIPANTS

"...the course helped me with terminology in the field...and helped as I took the APICS Certification Exam."

J.A.M.  
Morristown, NJ

"I was very pleased with the course. Having taken this course on my own initiative, I presented the manual to my immediate superior who was pleased with the quality."

Y.G.  
Brossard, Quebec, Canada

"I've completed Capacity Management and have been impressed with it."

R.G.  
Emeryville, CA

"Once again I passed the (certification exam) thanks in large part to your correspondence course. Thank you for the help toward my certification. I've taken six of your courses and found them invaluable."

R.R.Q., Jr.  
Rolling Meadows, IL

## A SPECIAL MEMBER DISCOUNT PRICE—NO OTHER COSTS

The nonmember price for Master Planning of Resources is \$395\*. However, we are pleased to offer APICS members Master Planning of Resources for a reduced price of \$315\*.

The course fee includes your loose-leaf bound course manual, review of and detailed comment on all your Skill Development Exercises, and personal response to every question you send in.

\*US funds

## TO ENROLL

- Call (800) 444-2742  
8:00 a.m. to 5:00 p.m. CT  
Monday through Friday
- Fax your completed enrollment form to  
(773) 639-3001
- Visit [www.apics.org/bookstore](http://www.apics.org/bookstore) and  
search by stock #09322

## OUR GUARANTEE TO YOU

**30-DAY TRIAL**—Examine the course entirely at our risk for 30 days. If it's not exactly what you expected, simply return all material unused, and we'll promptly refund your full enrollment fee.

## CONTINUING EDUCATION FOR MANUFACTURING PROFESSIONALS

This course was developed for APICS and is conducted by the MGI Management Institute, Hawthorne, New York.

For more than 30 years, MGI has been a leader in continuing education for the professions. MGI clientele includes the National Society of Professional Engineers and the Healthcare Financial Management Association. MGI continues to provide practical, up-to-the-minute self-study experiences for thousands of engineering, manufacturing, and healthcare professionals.



## TRIAL ENROLLMENT FORM

To: APICS Catalog Sales • 8430 W. Bryn Mawr Ave, Suite 1000, Chicago, IL, 60631

**YES**, I want to enhance my understanding of the APICS certification body of knowledge. Please enroll me in Master Planning of Resources (stock #09322) and send all materials at once. My check, credit card charge, or purchase order is enclosed as shown at the right.

I understand this includes all course material, processing of all my Skill Development Exercises, and personal response to all questions I send in.

I understand further that, if I'm not completely satisfied with the material, I may return it, unused, within 30 days for a full and immediate refund.

**For shipping outside of the  
United States or Canada, please call  
Customer Support at  
(800) 444-2742  
(703) 354-8851**

**Order Stock #09322**

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E-Mail \_\_\_\_\_

APICS/ISM Membership # \_\_\_\_\_

### PAYMENT INFORMATION

Member \$315

Nonmember \$395

Quantity \_\_\_\_\_

International Customs/Duties/Shipping \$45

Subtotal \_\_\_\_\_

Sales Tax: IL 6.25%; NC 4.25%;

Can GST 7%,

Maritime HST 15% \_\_\_\_\_

Total Price \$ \_\_\_\_\_

Check enclosed (payable to APICS)

Purchase order enclosed

Charge the above amount to my credit  
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Acct. No. \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_