

Business Management and Administration: Operations Management Focus Area Knowledge and Skill Statements with Suggested Performance Indicators

Describe and follow laws and regulations affecting business operations and transactions **FA-BMA-OM01**

A Describe how to apply knowledge of business contracts to establish business relationships, including contract creation/preparation, suspension, and termination **FA-BMA-OM01.A**

B Explain laws and regulations that affect the vendor/supplier bidding process to facilitate business operations **FA-BMA-OM01.B**

C Develop and evaluate bid specifications for an identified project based on laws regulating the process **FA-BMA-OM01.C**

Describe strategies to develop and maintain positive customer relationships **FA-BMA-OM02**

A Explain the relationship between customer services and sales **FA-BMA-OM02.A**

B Utilize customer relationship management skills to conduct customer-facing processes effectively and efficiently (e.g., processing customer orders and returns) **FA-BMA-OM02.B**

C Develop and implement a customer satisfaction and idea survey, evaluate survey data, and implement changes based on customer feedback **FA-BMA-OM02.C**

D Maintain customer database for personal contacts **FA-BMA-OM02.D**

Demonstrate knowledge of how to use inventory tracking systems to facilitate operational controls **FA-BMA-OM03**

A Demonstrate the ability to utilize tools, strategies, and systems to develop and maintain operational controls **FA-BMA-OM03.A**

B Identify appropriate tools, strategies, and systems for operational controls that are appropriate for the business/industry **FA-BMA-OM03.B**

C Describe the benefits of “just-in-time” inventory systems **FA-BMA-OM03.C**

D Describe how information obtained from operational control systems can be used to determine the success/failure of a business/industry FA-BMA-OM03.D

E Explain inventory tracking technology to facilitate operational control FA-BMA-OM03.E

F Describe the impact of technology on order processing (e.g., universal product code (UPC) barcoding, radio frequency identification (RFID) tags) FA-BMA-OM03.F

Demonstrate knowledge of how to plan, monitor and manage day-to-day business activities to maintain and improve operational functions FA-BMA-OM04

A Describe purchasing activities used to obtain business materials and services FA-BMA-OM04.A

B Describe tools that assist in the scheduling process FA-BMA-OM04.B

C Explain the benefits of establishing and maintaining close working relationships with suppliers FA-BMA-OM04.C

D Identify key factors when selecting suppliers (e.g., quality, price, reliable delivery) FA-BMA-OM04.D

E Discuss inventory control strategies used to maintain appropriate levels of stock/supplies FA-BMA-OM04.E

F Explain the nature of quality management and the need for continuous improvement of the quality process FA-BMA-OM04.F

G Explain what a supply chain is within industry and describe types of supply chain management decisions (e.g., location, production, inventory, transportation) FA-BMA-OM04.G