

Process Overview Worksheet

Process	Sales Order Processing	Scheduling	Purchasing	Production - Control	Production - Execution
Responsible	Customer Services	Planning	Supply Chain	Production	Production
Process Focus	Managing the flow of work into the business (demand management)	Managing capacity at the business level	On-time and on-cost management of supply chain	Achievable plans created	On time achievement of work to lists
Inputs Required	<ul style="list-style-type: none"> Sales Order / Enquiry 	<ul style="list-style-type: none"> Order book 	<ul style="list-style-type: none"> MRP Data 	<ul style="list-style-type: none"> Production schedule 	<ul style="list-style-type: none"> Job Packs Work To Lists Priorities
Outputs	<ul style="list-style-type: none"> Agreed due date 	<ul style="list-style-type: none"> Level plan to achieve turnover, and customer due dates with no arrears 	<ul style="list-style-type: none"> Materials and sub-con services procured on-time 	<ul style="list-style-type: none"> Prioritised work to lists Setting of targets Release Job Packs 	<ul style="list-style-type: none"> Orders despatched on time to sub con Orders despatched on time to customer
Key Tasks	<ul style="list-style-type: none"> Contract Review Managing capacity via Capacity Plan 	<ul style="list-style-type: none"> Rolling 12 week aggregated plan Maintain Capacity Plan 	<ul style="list-style-type: none"> Manage suppliers Run MRP Purchase materials 	<ul style="list-style-type: none"> Manage exceptions Resource production requirements 	<ul style="list-style-type: none"> Production
Checks	<ul style="list-style-type: none"> All new orders contract reviewed daily 	<ul style="list-style-type: none"> Rolling 12 week plan available 	<ul style="list-style-type: none"> MRP actioned daily 	<ul style="list-style-type: none"> Work to lists available Business Planning 	<ul style="list-style-type: none"> Sunrise / Sunset meetings Output against plan