Appendices

Appendix A: Tools for Production Control

Data generated during **Production Control** meetings can be captured on paper, in Microsoft Excel spreadsheets, or in proprietary computer or web based systems.

This appendix contains a set of templates which can be used to create **Weekly Work Plans**, do **Make Ready** and report **Planned Percentage Complete** and **Reasons for Non-completion.**

Appendices

Appendix A1: Work Plan template

Weekly Task Plan

1 Week Task Plan

Week Commencing

Project:

Team:

Team Lead:

#	Task Description	Pre-task Requirements Work that Can and Must be Done Prior to Starting Work on the Task	Owner(s)	Period to Perform the Work					Completed		Non-completion Analysis Reason for Non-completion
				Monday	Tuesday	Wednesday	Thursday	Friday	Yes	No	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											PPC* =

* Percent Planned Complete = $\frac{\Sigma \text{ complete tasks}}{\Sigma \text{ planned tasks}}$

Non-completion Categories

A Changed Priorities
B External Input Unavailable
C Internal Input Unavailable
D Missing Client Input/Control
E Missing Internal Control
F Re-allocation of Resources
G Sickness or Absence
H Underestimation

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Appendix A2: Make Ready (Constraints Register)

Constraints Register

Project:

Team:

Team Lead:

Date Created:

Last Updated:

Constraints Analysis

#	Task Description	Due Delivery Date	Inputs	R/C*	Controls	R/C*	Resources	R/C*	Released Yes	Released No	Comments
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

* R/C = Released/Constrained
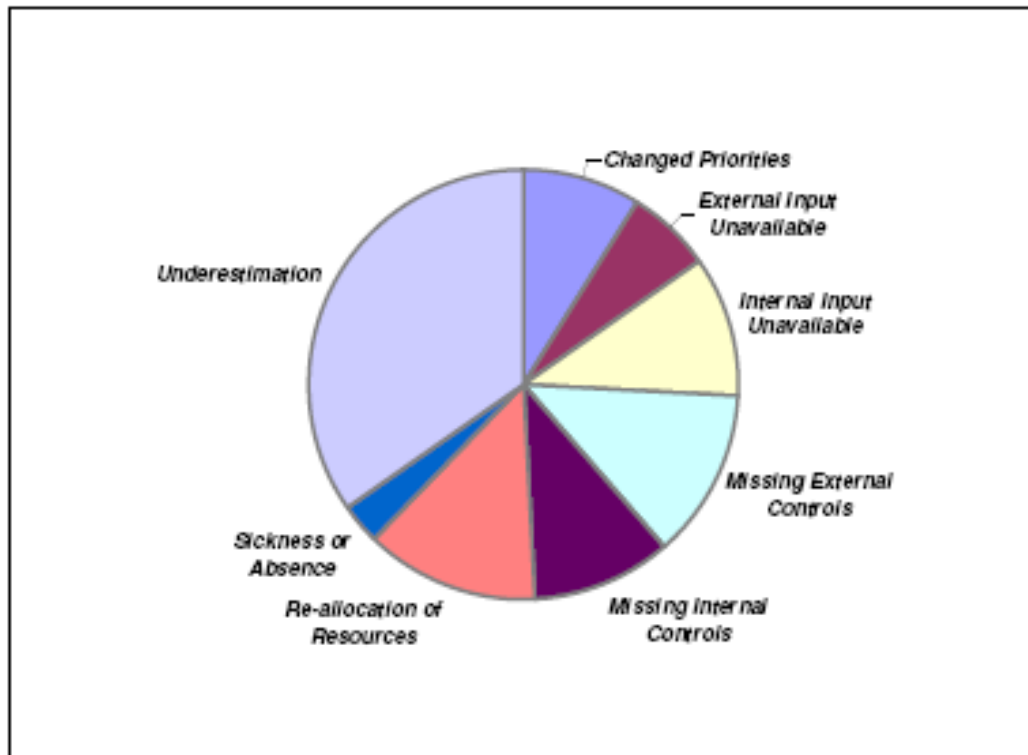
Appendices

Appendix A3: PPC Report
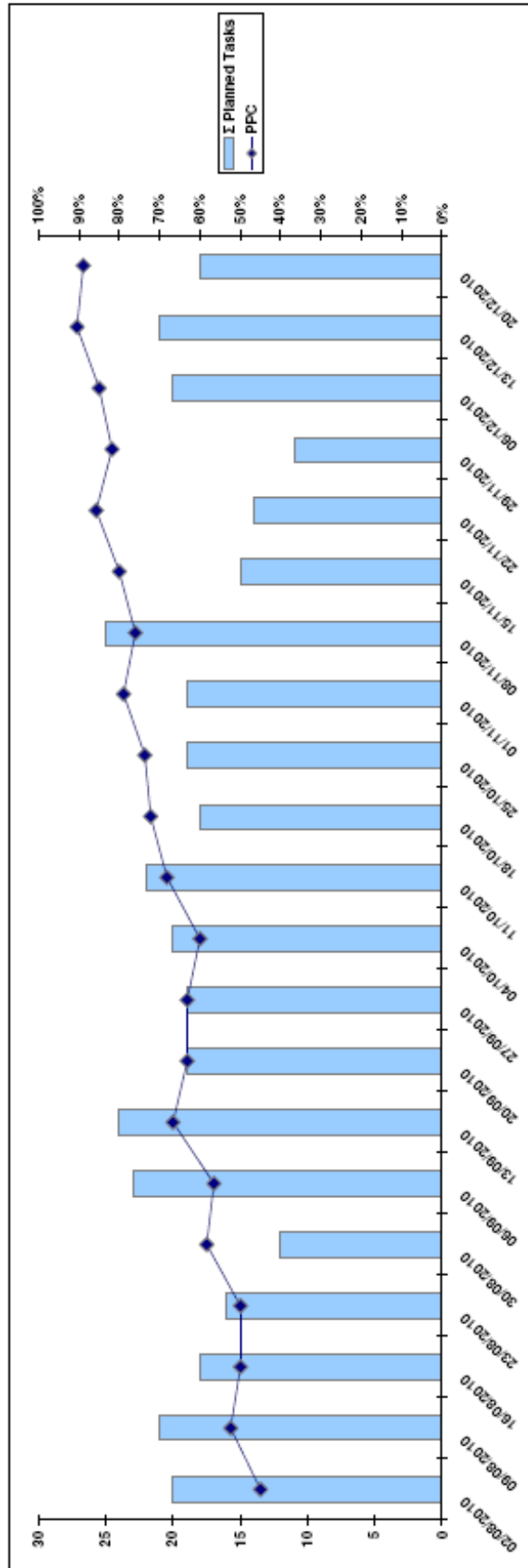
Appendix A4: Non-completion report

Non-completion Analysis

	Changed Priorities	External Input Unavailable	Internal Input Unavailable	Missing External Controls	Missing Internal Controls	Re-allocation of Resources	Sickness or Absence	Underestimation
Sub-total	11	8	13	16	13	16	4	43

	Non-completion Category							
Week Commencing	A	B	C	D	E	F	G	H
02/08/2010	1		2	1	2	2		3
09/08/2010	1	1		2		1	1	4
16/08/2010	2		1		2	3		1
23/08/2010			1	2		1	1	3
30/08/2010			2			3		
06/09/2010	2		1	1	1	2		3
13/09/2010		3		1	2			2
20/09/2010	1	1		1		1		3
27/09/2010			3					4
04/10/2010				2	2		1	3
11/10/2010	2				1	1		3
18/10/2010	1		1	2				1
25/10/2010		1			1		1	2
01/11/2010					1			3
08/11/2010		2	1	2				1
15/11/2010						1		2
22/11/2010				1				1
29/11/2010	1					1		
06/12/2010					1			2
13/12/2010				1				1
20/12/2010			1					1

* EDIT SHADED CELLS ONLY