



# Good Practice Guide



Factory Improvement Programme

## PRODUCTION SCHEDULING

Production planning is a very important task in production management in order to meet customer demands and ensure the productivity of the factory. One of the most important things in production planning is to create a daily production schedule.

### PROSPECTIVE USERS:

The production manager and line supervisors should be responsible for creating production schedules.

This practice can be applied to all kinds of factories.

### PROBLEMS ADDRESSED

- Low productivity.
- Inconsistent productivity.

### PROCESS

This practice involves getting all line managers to develop a daily production schedule based on customer needs and historical information about the lines' productivity. This production schedule can serve as the baseline for production monitoring.

### Steps in implementation

1. Develop a standard form for the production schedule – preferably in table format. This table should be drawn on a large white board placed in an easy-to-see position in the workshop.
2. Another version in Excel format should be created and stored on a daily basis.
3. The table should have a row for each production line and columns corresponding to different time periods (e.g. one or two hours).
4. The cells in the table should be used to provide two types of information: the number of products produced in the specified time period for that line; and the cumulative number of products produced during the production shift.
5. The next-to-final column is used to display the total number of products made in each line.
6. The final column is used to display the difference or discrepancy between actual production and the target.
7. The last row is used to display the total number of products in each time period.
8. At the beginning of each production day or shift, clear the table and fill in the target number for the shift or day for all lines.
9. The target number or amount of products to be produced in the shift or day will be estimated based on longer-term production plans, such as a whole month or year, in combination with any changes in customer needs or orders received by the factory for a specific period.
10. The production schedule can be used to track or monitor actual production progress by displaying the amount or number of products which are actually produced during specific time periods.

PRODUCTION PLAN							Date:.....		
Line	Code	8:00	9:00	10:00	11:00	...	...	%	+/- Pro
1	AB1	50	50	50	50				
2	AC2	45	45	45	45				
3	...	43	47	47	48				
4		35	37	40	40				
5		37	37	40	40				
Total									

PRODUCTION SCHEDULE							Date:.....		
Line	Code	Target	8:00	9:00	10:00	11:00	...	%	+/- Pro
1	AB1	50							
2	AC2	45							
3	...	47							
4		37							
5		38							
...									
...									
..									
Total									



### RESOURCES REQUIRED

- Information about clients' needs.
- Historical information about the productivity of the line.
- Line managers to identify the target productivity for each line.
- Large white board with production progress table drawn in permanent ink, white board markers and eraser.

### CHALLENGES AND PITFALLS

- Using a white board and markers makes it easy to fill in the table, but also easy to erase information, either by accident or on purpose.
- Difficult to sustain efforts to capture accurate information on productivity figures.
- Keeping historical information about the line productivity requires a good information tracking system, either on hard or soft copy.

### POSITIVE IMPACT

- Helps to capture the productivity information for production monitoring.
- Helps to encourage workers in each line to compete with others and to reach or produce beyond the planned number.

### INDICATORS FOR MONITORING

- Productivity levels: daily, monthly, annual.

#### Further Information Available:

FIP References:

Module 2: Quality

Module 3: Productivity

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