

Collaborative Demand Forecast Worksheet

General Information

Inventory Team Name

Enter team name

Forecast Period

e.g., Q3 2024

Prepared By

Name(s)

Date

Key Assumptions

List key assumptions for this forecast

Demand Forecast Table

SKU / Item	Description	Current Inventory	Forecasted Demand	Planned Orders	Forecast Period	Notes
Enter SKU	Description				e.g. July 2024	Notes

Collaboration Comments & Review

Notes from team discussion, concerns, or changes to the forecast

Important Notes

- This worksheet is meant for collaborative use by inventory and supply chain teams.
- Review assumptions and forecast inputs together for better alignment.
- Update and revisit the worksheet regularly as new information becomes available.
- Ensure consistent communication among team members for accurate forecasting.
- Document changes and rationale for future reference and audit trail.