

Collaborative Demand Forecast Worksheet

General Information

Inventory Team Name	<input type="text" value="Enter team name"/>	Forecast Period	<input type="text" value="e.g., Q3 2024"/>
Prepared By	<input type="text" value="Name(s)"/>	Date	<input type="text"/>

Key Assumptions

List key assumptions for this forecast

Demand Forecast Table

SKU / Item	Description	Current Inventory	Forecasted Demand	Planned Orders	Forecast Period	Notes
<input type="text" value="Enter SKU"/>	<input type="text" value="Description"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="e.g. July 2024"/>	<input type="text" value="Notes"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.