

Departmental Production Planning Sheet

Department: Assembly
Date: 2024-06-10
Supervisor: John Doe
Shift: Morning
Planned By: Jane Smith
Week: 24

Production Plan

Sr. No.	Product Name	Product Code	Planned Quantity	Available Raw Material	Required Manpower	Target Completion Time	Remarks
1	Motor Unit A	MU-A012	200	Yes	8	14:00	High priority
2	Pump Kit B	PK-B315	150	Partial	6	16:00	Awaiting material
3	Valve Set C	VS-C075	100	No	5	18:00	Pending approval

Important Notes

- This sheet helps coordinate production activities within the department.
- Accurate planning requires up-to-date inventory and manpower data.
- Review and update the sheet regularly to reflect any shifts or material changes.
- Remarks section is critical for communicating hold-ups or priorities.
- Retain signed copies for audit and quality assurance purposes.