

Resource Allocation & Production Forecast Log

Date: 2024-06-14
Project: Phoenix Plant Expansion
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Allocation & Forecast Summary

Resource	Allocated Quantity	Current Usage	Remaining	Forecast Period	Forecasted Output	Notes
Steel (tons)	350	210	140	Jun 2024	180 units	-
Workforce (hrs)	2,100	1,490	610	Jun 2024	85% capacity	Extra hours likely needed
Machinery (shifts)	400	278	122	Jun 2024	Goal met	Maintenance due in July
Packaging (units)	500	320	180	Jun 2024	170 units	Order more by 20th Jun

Important Notes:

- Document resource allocation and forecast updates regularly for accurate planning.
- Compare actual usage against allocations to identify shortages or surpluses early.
- Align production forecasts with resource availability to avoid bottlenecks.
- Maintain clear records for reporting, review, and future improvement.
- Review this log with department leads weekly for timely adjustments.