

Detailed Production Schedule Report

Report No.:
PSR-2024-0081

Date:
2024-06-08

Prepared By:
Production Planning Dept.
Supervisor:
Jane Doe
Product Name:
ABC Premium Widget
Batch No.:
BW-2478C

Production Schedule Overview

Stage	Task Description	Start Date	End Date	Planned Output	Responsible
1. Raw Material Prep	Receipt and QC of raw materials	2024-06-09	2024-06-10	1000 units	Peter Lin
2. Mixing	Combine raw materials as per SOP	2024-06-11	2024-06-11	1000 units	Susan Ortiz
3. Assembly	Component assembly and fit check	2024-06-12	2024-06-14	950 units	Anthony Wu
4. Inspection	In-line and final QC procedures	2024-06-15	2024-06-16	940 units	Kim Taylor
5. Packaging	Packaging of finished goods	2024-06-17	2024-06-17	940 units	Mary Ann Lee
6. Dispatch	Warehouse storage and shipment	2024-06-18	2024-06-18	940 units	David West

Resource Allocation

Resource	Assigned To	Quantity	Availability
Mixing Machine A	Susan Ortiz	1	Confirmed
Assembly Line 2	Anthony Wu	2	Booked
QC Staff	Kim Taylor	4	Available
Packing Materials	Mary Ann Lee	950 sets	In Stock

Important Notes

- All schedule dates are subject to change based on raw material availability and production delays.

- Any deviation from planned output should be reported to the supervisor immediately.
- This schedule must be communicated to all team members and supporting departments.
- Quality checkpoints are mandatory at every stage as indicated in the table.
- Maintain proper documentation throughout the production process for traceability.