

# Forecast Revision History Document

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## Summary

This document tracks the revision history of the demand forecast for Product Line XYZ for Fiscal Year 2024. All changes and justifications are included for audit and review purposes.

## Revision History

Revision	Date	Prepared By	Forecast Period	Description of Change	Reason / Notes
v1.0	2024-04-01	Samantha Lin	Q2 2024	Initial forecast release	Baseline forecast prepared based on available data
v1.1	2024-05-10	Alex Turner	Q2 2024	Updated sales input for Region West	Adjustment due to revised sales projection shared by Sales Team
v1.2	2024-06-12	Samantha Lin	Q3 2024	Decreased overall forecast by 8%	Recent market downturn and customer order pushouts

## Attachments / Supporting Documents

- Q2\_2024\_Sales\_Input\_West.pdf
- Market\_Reprojection\_June2024.pdf
- Baseline\_Forecast\_Details.xlsx

## Important Notes

- Each revision entry should include clear reasoning for future reference and audit.
- Attach or link supporting evidence when submitting a revision.
- Retain all historical versions to ensure full transparency of changes.
- Ensure all stakeholders are notified after important forecast updates.
- Consult with relevant teams (e.g., Sales, Finance) before major revisions.