

Forecast Revision History Document

Document ID: FRH-2024-017

Prepared by: Samantha Lin

Date: 2024-06-19

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.