

Capacity Forecast Summary Report

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1. Executive Summary

This report provides an overview of current and projected capacity levels for Q3–Q4 2024. The analysis summarizes demand forecasts, capacity utilization, and recommendations to address anticipated constraints.

2. Capacity Overview

Resource	Current Capacity	Forecasted Demand	Utilization (%)	Capacity Surplus/Deficit
Line A	1000 units/week	1100 units/week	110%	-100 units
Line B	850 units/week	750 units/week	88%	+100 units
Line C	1200 units/week	1200 units/week	100%	0 units

3. Key Risks & Constraints

- Potential over-utilization of Line A could lead to longer lead times.
- Supply chain variability may affect resource availability.
- No buffer capacity for unplanned demand spikes.

4. Recommendations

- Investigate options for temporary labor or additional shifts on Line A.
- Monitor inventory closely and adjust procurement accordingly.
- Review demand forecast weekly to ensure data accuracy.

Important Notes

- Capacity forecast reports are based on best-available historical and forecast data at the time of preparation.
- Regular updates ensure alignment with changing business conditions.
- Accurate documentation is crucial for effective resource planning and management.
- This report supports decision-making but should be reviewed alongside other operational insights.