

# Monthly Manufacturing Schedule

Month:	June 2024
Department:	Production
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## Production Schedule Overview

This schedule outlines the planned manufacturing activities for the month, itemizing products, production targets, schedules, and resource allocation.

Week	Product	Planned Qty	Shift	Responsible Supervisor	Special Instructions
Week 1	Widget A	5,000	Day	Susan K.	Check raw material batch
Week 1	Gadget B	3,000	Night	Mike L.	Priority order
Week 2	Widget A	4,000	Day	Susan K.	-
Week 2	Device C	2,500	Night	Emily R.	Maintenance scheduled
Week 3	Gadget B	4,000	Day	Mike L.	Extra QC required
Week 4	Device C	3,000	Day	Emily R.	Packaging audit

## Materials & Resource Allocation

Material	Supplier	Required Qty	Order Status
Steel Sheets	ABC Metals	4,500 kg	Ordered
Plastic Resin	XYZ Polymers	2,000 kg	In Stock
Circuit Boards	ElectroParts Inc.	3,500 pcs	Shipping

## Key Milestones

- Mid-Month review meeting: June 14, 2024
- Monthly QC audit: June 27, 2024
- Stock take and reporting: June 30, 2024

## Important Notes

- Ensure real-time updating of the schedule for any changes in demand or supply chain status.
- Departments must coordinate resource sharing to avoid production bottlenecks.
- Review material requirements and order status weekly.
- Keep all involved personnel informed of revisions and updates to the schedule.
- This document is essential for aligning teams and meeting monthly production goals.