

## Production Department Business Plan

The plan must be completed and attached to the final, comprehensive company Business Plan for Meeting Five.

As members of the Production Department, you must establish a process to ensure that all customers receive high-quality products. You need to decide on the “how, where, and who” of product selection. Your plan should describe:

- The selected production process.
- The quality-control procedures that will be put in place.
- The company’s production schedule, including beginning and ending dates.
- The cost of packaging, labeling, and marketing the product.

### Company Quality-Control Procedures

Use this form to brainstorm your company’s step-by-step production process, including regular quality checks. You will use this information to complete the final version of the Production Record.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### Production Schedule

Date and list of materials that need to be ordered:

\_\_\_\_\_

Date and list of materials that need to be available:

\_\_\_\_\_

Date(s) that product components will be complete:

\_\_\_\_\_

### Production Goals

Our production goal is to make \_\_\_\_\_ units of our product by \_\_\_\_\_.

To achieve this goal, \_\_\_\_\_ production workers will need to work \_\_\_\_\_ hours.

Our goal is to have the service package/planning completed by \_\_\_\_\_.

### Packaging

We will package our products using (for example, plastic bags, shrink-wrap)

\_\_\_\_\_.

The packaging cost per product is \$ \_\_\_\_\_.

The total packaging cost based on our production goal is \$ \_\_\_\_\_.

Goals	Meeting 6	Meeting 7	Meeting 8	Meeting 9	Meeting 10	Meeting 11
Goal for products produced						
Actual products produced						

Total actual units produced: \_\_\_\_\_.

# JA Company Program<sup>®</sup>



## Production Record

JA Company Name: \_\_\_\_\_ VP of Production: \_\_\_\_\_

### Inventory control

Date Material Arrived	Description of Material	Production Initials

### Product Control

<b>Product:</b>			
<b>Production Goal:</b>			
<b>Target Date:</b>			
<b>Weekly Production Goal:</b>			
Date	Number of Units in Production	Number of Units Submitted to Marketing	Officers' Initials  Production    Marketing


--	--	--	--	--


# JA Company Program<sup>®</sup>



## Final Production Record

JA Company Name: \_\_\_\_\_ VP of Production: \_\_\_\_\_

Product: _____ Total production goal: _____ Weekly production goal: _____		Quality control checklist   Overview of all quality control processes	Total JA product labels used
Date	Total units produced and submitted to Marketing		