| **Department: store Year: 2021 Last Updated on:** | | | | | **16/6/2021** |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Obj. No** | **Objectives** | **Key Actions** | **Responsible** | **Target Date** | **Recourse**  **(If any)** | **Status** |
| 1. | To introduce training culture and deliver 6 training till dec-2021 | * Choose the agenda * Preparation for training * Conduction of training * Training evaluation | Mr. Shaheed ullah | 31/12/2021 | Support may be requires from compliance department |  |
| 2. | To ensure zero error material issuance to concerned departments | * Training and motivation of workers * Strong follow up * Feedback from concerned departments | Mr. Rao  Faheem  Mr waseem ahmed | 31/12/2021 | Feedback required from LMD and PCC department |  |
| 3. | To define maximum lead time of 45 minutes for material deliverance to concerned departments | * Improvement in co-ordination * Quick weighing and material movement * To define responsibilities for both solvent and powder sections | Mr. Rao  Faheem  Mr waseem ahmed | 31/12/2021 | Feedback required from LMD and PCC department |  |
| 4. | To start and continue daily short meeting before shift starts | * Recitation of holy quran on 8:15 * Revision of previous days working * Nomination to the days team leader * To assign any special task | Mr. shaheed ullah | 31/12/2021 | no |  |

Prepared By (HOD): Approved By (GM/MD/CEO):