Sales Activity Dash Board Unit I- R.Prabhakaran Asst. Manager - Sales

Sl. No.	To Do	Frequency	Responsibilities given to	Lead time to work	Review To
A	**Daily activity**				
1	Review daily presence of team members.	Daily	Uma	15mints	HRD
2	Yesterday critical Parts supply and update with 4m analysis.	Daily	Janna / Manoj / Siva / Nagaraj	30mints	Internal Team / ED
3	Yesterday critical Parts Commitment vs Actual/ MSL & Jit call Review.	Daily	Siva / Janna	45mints	Customer & Internal Team
4	Customer Wise Dispatch & Vehicle planning Review.	Daily	Baskar/Shanmugam	15mints	Customer & Transporter
5	Reporting all discrepancies Review.	Daily	Janna	15mints	ED
6	DWM Meeting.	Daily	Janna	60mints	Internal Team / ED
7	NPD Support & status Review.	Daily	Manoj / Siva	15mints	NPD / ED
8	Customer Critical Material Follow Ups & Commitment Review with Production & Purchase Team.	Daily	Janna / Siva / Nagaraj	15mints	Customer & Internal Team / ED
9	Review of subordinates DWM.	Daily / shift	Poovizhi	1st 30mints + 2nd 30mints	Internal Team
10	FG Stores FIFO / 3R / Perpetual Inventory review	Daily	Shanmugam.T	15mints	Internal Team
11	Vehicle Trip sheet approval.	Daily	Siva	30mints	Transporter
12	Clearances of Customer Rejection & Complaint with in the target time Review & Escalating.	2 days once	Ramyashree	15mints	Customer & QA / Accounts / ED
13	Customer wise pending GRN & Payment review.	2 days once	Ravichandran / Poovizhi	15mints	Customer/ Accounts / ED
14	Non moving & Ideal Stock parts Review.	Every Monday & Friday	Janna / Manoj / Siva / Nagaraj	30mints	ED
15	Releasing the monthly schedule to production & purchase on time.	Every month 25th to 28th	Janna / Manoj / Siva	30mints	Customer & Internal Team / ED
16	Analysis & Review with the Sch vs Delivery on Weekly Basics.	Every Firday	Janna / Manoj / Siva / Nagaraj	60mints	Customer & Internal Team / ED
17	Review and Improvement of QMS Documents & Compliance. (If any change in Revisions will be also done).	Every Tuesday	Janna / Manoj / Poovizhi / Ravichandran	30mints	EGQMS / ED
18	Analysis of Planning process and intra dept activity (Kaizen / CIP / Suggestion).	Weekly Wednesday	Janna / Ravichandran / Poovizhi	15mints	Customer & Internal Team / ED
19	Packing Materials Review.	Weekly Wednesday	Shanmugam T/Siva /Manoj	30mints	Internal Team / ED
20	Training & Evaluate (Road map was done for Training plan 22-23).	15 days once	Janna / Poovizhi	60mints	Internal Team / HRD
B	**Weekly & Monthly activity**				
1	Sales projection review	Weekly Saturday	Poovizhi / Janna	30mints	Customer & Internal Team / ED
2	Automation	Weekly Saturday	Manoj / Ravichandran / Poovizhi	30mints	Internal Team / ED
3	Review of New container manufacturing, procuring, Scrap & Planning	Weekly Thursday	Manoj	30mints	Customer & Internal Team / ED
4	Customer Visit Report Review	Weekly	Sales team	30mints	Customer & Internal Team / ED
5	Assessment of team members & orders releasing	15 days once	Janna / Shanmugam.T / Siva	30mints	HRD / ED
6	KPI Review	Monthly	Janna / Poovizhi	30mints	Internal Team / ED
7	Review and sign off monthly schedule with customer	Monthly	Janna / Poovizhi	30mints	Customer & Internal Team / ED
8	Inventory Review.	Weekly	Janna / Shanmugam.T / Siva	30mints	Customer & Internal Team / ED
C	**Special Task**				
1	Customer Audit NC & Way Forward Action	Weekly Monday	Janna / Poovizhi	30mints	Customer & Internal Team / ED
2	Kaizen / CIP	Weekly	Poovizhi / Ravichandran	30mints	Internal Team / ED
3	IQA Audit / Auditee	As per plan	Janna	120mints	EGQMS / ED
4	KPI (If Not Met Tgt. Action Will be taken).	Monthly	Janna / Poovizhi	30mints	Internal Team / ED
5	MRM Decision Points CAPA/ Review	Monthly	Janna	30mints	EGQMS / ED
6	Top management Review	At any time	Janna		ED / MD
7	ECM Review	Monthly	Janna	120mints	Internal Team / ED
8	New Part Packing & TPT cost working and finalization with customer	As per plan	Manoj / Siva	30mints	Costing / NPD / QAD / ED
9	Premium freight review	As per plan	Janna / Poovizhi	30mints	Internal Team / ED
10	Any other follow up and review of New projects.	As per plan	Sales team		ED / MD