OFFICE PROCESS RECORD

(Teknowledge Shared Services (PVT) LTD)

Subject	SL Wadduwa Man Hours Forecast Report
Department	Labor Planning
Recorder (Name and	Nilushika Damayanthi (Assistant Labor Planner)
Designation)	
Approved By (Name and	Dilan
Designation)	
Created Date	2/9/2015
Last Updated Date	3/16/2016
No of Pages Including the Pag	4 Pages

Interdiction

- SL Wadduwa Man Hour Forecast Report.
 - 1. The Man Hour Forecast report Prepping for Before Shipment Date
 - 2. The Man Hour Forecast report need to be reviewed and post in SL Wadduwa Farm.

Content

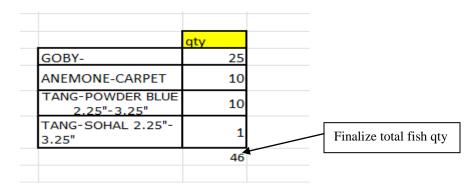
- 3. Man Hour Forecast report is divided into the following sections
 - a. Labor Forecast report
 - b. Summary

Process

Labor Forecast report

First of all below mentioned details has taken from Wadduwa Farm Manager and Order Entry.

- Fish Qty and Fish Varity- Finalize total fish qty and fish type
- To be Hopping allocation # of Labor- # of staff Planned to allocation Production.
- # Of Boxes How many boxes planned to shipping



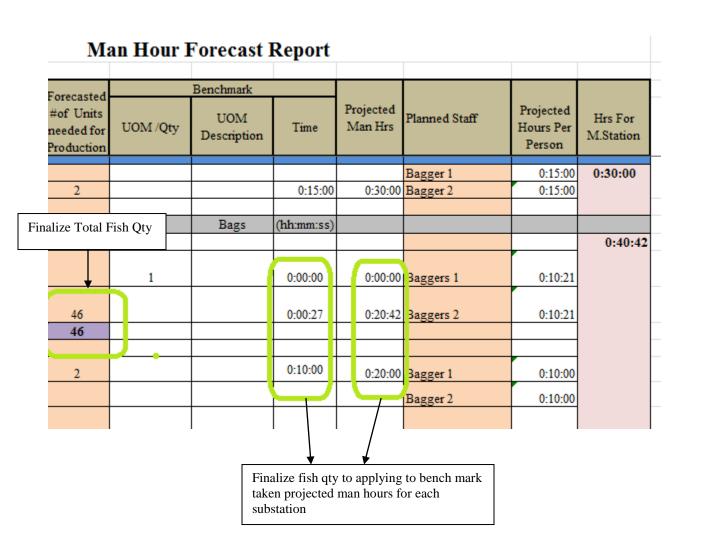
Above details has being applied to Below Man hour forecast report.

Tote: You Can C	hange G and	M Colu	mns Only							
Prepared By:Lakr	nini Mendis			Man Hour Fo	oreca	st Repo	ort			
ast Update Date	7/28/2014			Report	Day					
						Forecasted		Benchmark		
Master station	Bench Marks	Staio n ID	Sub Stations	Item Description	EOQ	#of Units needed for Production	UOM /Qty	UOM Description	Time	Proj Ma
	C1/C2	204	Station Setup	C1						
						2			0:15:00	0
				C2						
								Bags	(hh:mm:ss)	
	Bags per									
Bagging	Minute	201	Bagging & Counting (Freshwater)	Fresh Water			1		0:00:00	o
		202	Bagging & Counting (Saltwater)	Salt water		46			0:00:27	o
					Bags	46				
		215	Bagging station cleaning			2			0:10:00	o

Reviewing Points of this report.

- ➤ Master Station Categorize Each Master Station Of Production related (Bagging, Clipping, Packing, Closing and Dispatching)
- > Station Id Projected Staff allocation sub task station id and sub task Description.
- ➤ Item Description Explain from this fish type Fresh water or Salt water.
- ➤ EOQ How many fishes Planned to put one bag.(per bag to one fish putting for salt water)
- ➤ Forecast # of units Finalize total fish qty
- ➤ Bench Mark This is a fix time already has taken for Production related work.
- > Projected Man Hour Bench mark has being applying to finalize fish qty showing total man hours.
- Planned Staff- already planned staff divided to each Master station according to total projected man hour.
- ➤ Projected Hours Per Person Total projected man hours divided to projected staff. After that planning staff allocation for Production works.
- ➤ Hours For Master Station Showing in this Colum total time of each Master Station that is Calculation of relevant substation.

				_	ter station d Station id								
Iote : You	Can C	hange G and	M Colu	ımas Only									
repared B	y:Lakm	ini Mendis	/ CO.	unina Cini,		Man Hour F	oreca	st Repo	ort				
.ast Updat	e Date	7/28/20 / 4				Report	Day						
								Forecasted		Benchmark			
Master sta	ation	Bench Marks	Staio n ID	Sub	Stations	Item Description	EOQ	#of Units needed for Production	UOM /Qty	UOM Description	Time	Projected Man Hrs	Planned
		C1/C2	204	Station Set	COL	C1							Bagger 1
	/'				-		-	2			0:15:00	0:30:00	Bagger 2
	/ [C2	<u> </u>						
	[]									Bags	(hh:mm:ss)		
		Bags per		1	<i>r</i>								
Baggi	ng	Minute	201	Bagging & (Freshwate	_	Fresh Water			1		0:00:00	0:00:00	Baggers :
			202	Bagging & (Saltwater)		Salt water		46			0:00:27	0:20:42	Baggers 1
							Bags	46					
			215	Bagging sta	ation cleaning			2			0:10:00	0:20:00	Bagger 1
													Bagger 2
			1 '	1			1		4	1		1	



5	Forecasted		Benchmark						
7	#of Units needed for Production	UOM /Qty	UOM Description	Time	Projected Man Hrs	Planned Staff	Projected Hours Per Person	Hrs For M.Station	
9						Bagger 1	0:15:00	0:30:00	
0	2			0:15:00	0:30:00	Bagger 2	0:15:00		
1									
2			Bags	(hh:mm:ss)					
3								0:40:42	
4		1		0:00:00	0:00:0	Baggers 1	0:10:21		
5	46			0:00:27	0:20:42	Baggers 2	0:10:21		
6	46								
.7									
8	2			0:10:00	0:20:00	Bagger 1	0:10:00		
9						Bagger 2	0:10:00		
0							/		
					Г	→ <i>→</i>			
						This is how to dissubtask and his or			

4 Summary

Production related each Master station total time showing in this particular summary.

	Wadduwa Mari	ne Centre
	Man Hour Forec	ast Summary
	Report Date:1/21/2015	
ID	Master Station	Time
200	Bagging	1:10:42
300	Clipping	0:26:30
400	Packing	0:02:00
500	Closing & Dispatching	1:40:00
	Total	3:19:12
	Production related each master station description and total hours	id, master station

After this all process we are looking difference of Actual and Projected time. There is huge gap between this two it will be taken for under inquiries.