

OFFICE PROCESS RECORD
(Teknowledge Shared Services (PVT) LTD)

Subject	SL Wadduwa Man Hours Forecast Report
Department	Labor Planning
Recorder (Name and Designation)	Nilushika Damayanthi (Assistant Labor Planner)
Approved By (Name and Designation)	Dilan
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

	qty	
GOBY-	25	
ANEMONE-CARPET	10	
TANG-POWDER BLUE 2.25"-3.25"	10	
TANG-SOHAL 2.25"- 3.25"	1	
	46	

Finalize total fish qty

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

Note : You Can Change G and M Columns Only

Prepared By: Lakmini Mendis

Last Update Date 7/28/2014

Man Hour Forecast Report

Last Update Date 7/28/2014				Report	Day					
Master station	Bench Marks	Station ID	Sub Stations	Item Description	EOQ	Forecasted #of Units needed for Production	Benchmark			Pro. Ma
							UOM /Qty	UOM Description	Time	
Bagging	C1/C2	204	Station Setup	C1		2			0:15:00	0
				C2						
								Bags	(hh:mm:ss)	
	Bags per Minute	201	Bagging & Counting (Freshwater)	Fresh Water			1		0:00:00	0
		202	Bagging & Counting (Saltwater)	Salt water		46			0:00:27	0
					Bags	46				
		215	Bagging station cleaning			2			0:10:00	0

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.

This is how to showing Master station and Relavant Sub station and Station id

Note : You Can Change G and M Columns Only

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Last Update Date 7/28/2014

Man Hour Forecast Report

Master station	Bench Marks	Station ID	Sub Stations	Item Description	EOQ	Forecasted #of Units needed for Production	Benchmark			Projected Man Hrs	Planned
							UOM /Qty	UOM Description	Time		
Bagging	C1/C2	204	Station Setup	C1		2			0:15:00	0:30:00	Bagger 1
				C2							Bagger 2
								Bags	(hh:mm:ss)		
	Bags per Minute	201	Bagging & Counting (Freshwater)	Fresh Water			1		0:00:00	0:00:00	Baggers
		202	Bagging & Counting (Saltwater)	Salt water		46			0:00:27	0:20:42	Baggers
					Bags	46					
		215	Bagging station cleaning			2			0:10:00	0:20:00	Bagger 1
											Bagger 2

Man Hour Forecast Report

Forecasted #of Units needed for Production	Benchmark			Projected Man Hrs	Planned Staff	Projected Hours Per Person	Hrs For M.Station
	UOM /Qty	UOM Description	Time				
2			0:15:00	0:30:00	Bagger 1	0:15:00	0:30:00
					Bagger 2	0:15:00	
Finalize Total Fish Qty			Bags	(hh:mm:ss)			
1			0:00:00	0:00:00	Baggers 1	0:10:21	0:40:42
46			0:00:27	0:20:42	Baggers 2	0:10:21	
46							
2			0:10:00	0:20:00	Bagger 1	0:10:00	
					Bagger 2	0:10:00	

Finalize fish qty to applying to bench mark taken projected man hours for each substation

Forecasted #of Units needed for Production	Benchmark			Projected Man Hrs	Planned Staff	Projected Hours Per Person	Hrs For M.Station
	UOM /Qty	UOM Description	Time				
					Bagger 1	0:15:00	0:30:00
2			0:15:00	0:30:00	Bagger 2	0:15:00	
		Bags	(hh:mm:ss)				
							0:40:42
1							
	1		0:00:00	0:00:00	Baggers 1	0:10:21	
46			0:00:27	0:20:42	Baggers 2	0:10:21	
46							
2			0:10:00	0:20:00	Bagger 1	0:10:00	
					Bagger 2	0:10:00	

This is how to display staff allocation for subtask and his or her projected time

Summary

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

Wadduwa Marine Centre

Man Hour Forecast 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 id, master station description and total hours

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.