

**Demetrius Williamson**  
**Sr. Network Allocation Manager**



<b>Daily Standards (LSW)</b>		
<b>Standard Work</b>	<b>When</b>	<b>Notes</b>
Key Performance Indicators (KPI) Analytics	Daily	Review regional equipment summary report (TCM)
<b>Communication</b>		
Email/Voicemail Responses	Daily	Tab Coordination Response Significance
Cross-Functionality	Daily	Corresponding communication with sales managers and team leads
	Weekly	Communicate OBI data on mins/maxs for customers
Conference Call for Box Car Supply	Weekly	Monday Afternoon
Conference Call for IP Planning	Weekly	Wednesday
Conference Calls for TTX Planning	Daily	Weekdays
<b>Analyze Operations &amp; Current Situation</b>		
Order Allocations and Planning	Daily	Refresh RG patterns (5397, 16904)
	Daily	Refresh TCM for critical car orders
My Premium Accounts Review & Performance	Daily	Take a few mins on an in-depth look into IP orders and other 50STD75 car order performance
Critical Demands	Daily	via email, voicemail and TRM tickets
<b>Administrative</b>		
Calendar Scheduling	Weekly	
E-Procurement Closeouts	Weekly	Controlling over-spending of inventory and supplies
Bulletin Board	Monthly	
Newsletter	Monthly	
<b>Continuous Improvement Project (G:)</b>		
Team Reviews	Monthly	
**Cross-Functional Project	Bi-Weekly	Collaboration on Marketing correlation
		*Pricing Matrix
		*Staging Tactics
		*Product Placement
Marketing and Sales Business Review Standards		
<b>Service</b>		
KPIs	Weekly	Track key milestones and service recognitions
Computer Based Training (CBT)	Ongoing	Learning Initiatives
Standard Work Process/SLAs	Daily	
Customer Satisfaction/Improvements	Ongoing	Services for Expedited Movement//On-Time Procurement//OBI data
Customer Visits	Ongoing	Sit-ins when customers are on property
Budget Demands	Ongoing	
<b>Project Leads</b>		
On-Time Deliverables	Weekly	
New Business Development		Formal & Informal Pitches
Budget/Fund Allocation		Conference call every Friday
ROIs//Project revenue growth		
Marketing + Field	Weekly	Excel file updated every Tuesday
<b>Leadership</b>		
Personnel Management	Daily	
Progress Review and Development	Bi-Weekly	w/ Director
Expense Report Close-outs	Monthly	
Direct Reports Performance Reviews	Quarterly	One-on-Ones
Networking Initiatives	Daily	One-on-Ones
SAP close outs	Bi-Weekly	
BEN Network	Monthly	Community Outreach and Networking