

# Project Readiness Assessment

Item	Explanation	Control Limits	Rationale	Showstopper	Benefit Hit
<b>Distribution Warehouse</b>					
Review for each Distribution Warehouse (DC). Note that a production site may be a DC for products that they don't produce					
Inventory Record Accuracy	Quantity and location correct within tolerance	95-98%	If planners can't trust the inventories in the DC's, they will not trust the resulting deployment and production plan. There will be frequent changes to the plan inside the frozen zones.	X	
Overdue in Transit Orders	There should be no old or overdue in transit records other than a small amount due to transit time variability.	None outside of tolerance	Overdue in transit records will cause an incorrect deployment plan.	X	
DRP Planner Qualification	DRP planners are trained and qualified at the appropriate level to perform their tasks.	All DRP planners trained and qualified	Trained and qualified planners make it more likely that standard procedures are being followed in the current process and that the new processes will be understood and followed.		X
<b>Production Site</b>					
Review for each production site					
Inventory Record Accuracy	Quantity and location information is correct within tolerance.	95-98%	If planners can't trust the inventories in the sites, they will not trust the resulting deployment and production plan. There will be frequent changes to the plan inside the frozen zones.	X	
Overdue QM or Inspection Stock	There should be no overdue inspection lots or overdue unreleased Quality Management stock.	No overdue inspection lots or QM stock	Overdue inspection lots will create component or finished product shortages that will cause changes to the plan.	X	
Bill of Material Accuracy	Includes all planned components, correct quantity, correct BOM scrap, correct effectivity dates.	95-98%	Inaccurate BOM's will cause component shortages which will cause changes to the plan.	X	
Routing/Recipe Accuracy	Realistic rates, correct machines/processing units.	95-98%	Incorrect routings and rates will result in plans and schedules that cannot be executed.	X	
Product Master Data Accuracy	Lot sizes, min/max/rounding values, inventory targets and policies, production frequency.	95-98%	Incorrect product master data will result in plans and schedules that cannot be executed or that violate policy.	X	
Production Plan Achievement	Percentage of released production orders completed within a quantity and timing tolerance.	80%	Frequent schedule changes to released orders will negate most of the productivity benefits of a planning and scheduling system.		X
Constrained Resources	Constrained resources have been identified.		Minimize changes to project scope		X
Capacity Planning	Capacity planning should be done on all constrained resources for the full planning horizon. The planned capacity load should match the actual load within tolerance.		Validates that capacity planning data is available and correct.		X
Overdue Production/Process Orders	All overdue production orders should be rescheduled or cancelled during the planning process.	None	Overdue orders will cause the capacity and inventory plan to be incorrect.	X	
Downtime, Uptime, and Calendar Maintenance	Planning calendars, downtime, and uptime have been maintained. The overall available time for each production processes is accurately reflected in the planning systems.		Calendar, downtime, and uptime data available.	X	
Firming outside the planning time fence	There should be a clear planning time fence policy. Firming of orders outside the planning time fence should be an exception, for a specific reason or event.		Firming outside the planning time fence will negate many of the benefits of a planning and scheduling system.		X
Planner Qualification	Production and material planners have been trained and qualified at the appropriate level to perform their tasks.	All planners trained and qualified	Trained and qualified planners make it more likely that standard procedures are being followed in the current process and that the new processes will be understood and followed.		X
Site Management	Site management has been briefed on the project and are supportive.			X	
<b>Overall/All Sites</b>					
Demand planning/demand flow	Demand from all sources is flowing to the ERP system.	All demand captured	Missing demand will cause an incorrect plan.		X
Capacity Feasible Plan	RCCP and Capacity Requirements Planning is used to insure a feasible plan over the entire planning horizon.	Loading less than 100%	Otherwise, the system will be making product and customer allocation decisions that should be made by management.	X	
<b>Project Management</b>					
Review for the overall project, or each stage/phase of the project					
Key User	An experienced key user(s), who understands the complete planning process, has been assigned to the project. They have the time available to participate in development and testing, and their management is committed to their involvement.			X	
Business Leader	A strong business leader, who has the ability and organizational standing to break down roadblocks and resolve critical issues, has been assigned to the project.		All projects will encounter issues, without a strong leader the project will be derailed or fail.	X	
Management Commitment	Upper management has been briefed on the project, they understand the business case, the cost and resource requirements, and are committed to the project's success.			X	
Project Manager	A qualified project manager been assigned to the project.			X	
Training and Qualification	Resources to produce and conduct company/business specific training and qualification documentation have been assigned to the project.			X	
Business Process Redesign	There is a commitment to business process redesign in order to support the new work processes.			X	
Software development policy	A software development policy been established. Options are to implement standard software using business process redesign and procedural controls, or to modify and develop software to enable the ideal process.		Strong management support is required if the choice is to minimize developments by using business process redesign and procedural controls.		X
Business Case	A business case for the project been developed.		A compelling business case will make the success of the project more likely.		X