

Sample Scorecard of Daily Planning and Scheduling from a Mill

| | Measurement Item | Target | Mon | Tue | Wed | Thur | Fri | Total | Target Met |
|--|--|---------|-----|-----|-----|------|-----|-------|------------|
| G e n e r a l | Attendees on time and present: Maintenance Coordinator, Process Manager, Planner, LP | All Yes | Yes | Yes | Yes | Yes | Yes | 5 Yes | Yes |
| | All did prework per Daily Scheduling meeting document | 80% | Yes | No | No | Yes | No | 40% | No |
| | Are unapproved non direct WO's on the backlog resolved <4 days | All Yes | No | No | No | No | No | 0 | No |
| | Was the weekly routine worklist (first cut) completed by Tues.? | Yes | X | Yes | X | X | X | 1 Yes | Yes |
| | Was next weeks schedule completed in CMMS and posted by 3 PM on Friday? | Yes | Yes | X | X | X | X | 1 Yes | Yes |