



Demand Forecasting Accuracy Review Checklist

Data & System Setup

Focuses on the foundational elements of data quality, system integration, and parameter settings impacting forecast accuracy. Checks data sources, integration, and system configurations.

Forecast Horizon (Days/Weeks)

Data History Length (Days/Weeks/Months)

Data Source(s) for Demand Forecasts

- ☐ ERP System
- ☐ POS Data
- ☐ External Market Data
- ☐ Sales Team Input
- ☐ Other (Specify in Long Text)

Describe any known data quality issues impacting forecasts (missing data, outliers, etc.)

Write something...

Data Integration Method (e.g., API, Batch File)

- ☐ API
- ☐ Batch File
- ☐ Manual Upload
- ☐ Other (Specify in Long Text)

Upload a sample of the raw data used for forecasting (if possible & permissible)

 Upload File

Last Data Integration/Synchronization Date

Enter date...

Describe the system environment used for forecasting (software versions, infrastructure)

Write something...

Forecast Methodologies

Evaluates the appropriateness and implementation of chosen forecasting models. Addresses model selection, parameter tuning, and algorithm limitations.

Primary Forecasting Model Used:

- ☐ Time Series (e.g., Moving Average, Exponential Smoothing)
- ☐ Causal/Regression Models
- ☐ Machine Learning (e.g., Random Forest, Neural Networks)
- ☐ Combination of Models

Number of Historical Periods Used in Forecast:

Enter a number...

Justification for Chosen Forecasting Method:

Write something...

Frequency of Model Retraining:

Enter a number...

Seasonality Adjustment Method:

- ☐ Additive
- ☐ Multiplicative
- ☐ None

Description of any custom adjustments or overrides applied to the forecast:

Write something...

Model Parameter Optimization Technique:

- ☐ Manual Adjustment
- ☐ Grid Search
- ☐ Genetic Algorithm
- ☐ Other

Summary of Recent Model Tuning Efforts (dates and changes):

Write something...

Forecast Error Metrics & Analysis

Focuses on the calculation, interpretation, and analysis of key forecasting error metrics. Covers bias, accuracy, and overall performance.

MAPE (Mean Absolute Percentage Error) - Current Value

Enter a number...

MAPE (Mean Absolute Percentage Error) - Target Value

Enter a number...

Bias (Mean Error) - Current Value

Enter a number...

Bias (Mean Error) - Target Value

Enter a number...

RMSE (Root Mean Squared Error) - Current Value

Enter a number...

RMSE (Root Mean Squared Error) - Target Value

Enter a number...

Error Distribution (e.g., Normal, Skewed):

- ☐ Normal
- ☐ Positively Skewed
- ☐ Negatively Skewed
- ☐ Other (Specify in LONG_TEXT)

Describe any observed patterns or trends in forecast errors.

Write something...

Upload Error Analysis Chart/Visualization

 Upload File

Logistics-Specific Influences & Considerations

Addresses factors unique to logistics that impact demand and forecasting (e.g., seasonality, promotions, carrier capacity, geopolitical events).

Describe any recurring disruptions in carrier capacity and how they impact forecast adjustments.

Write something...

What is the average lead time (days) for key logistics components?

Enter a number...

**Are weather patterns significantly impacting logistics demand?
(Yes/No/Sometimes)**

- ☐ Yes
- ☐ No
- ☐ Sometimes

Which of the following events significantly impact logistics demand? (Select all that apply)

- ☐ Promotions
- ☐ Holiday Season
- ☐ Geopolitical Events
- ☐ Supplier Disruptions
- ☐ Unexpected Surge in E-commerce Orders

Date of last review of key logistics partner agreements/contracts (impacts availability & cost)

Enter date...

Detail any specific impacts of customs regulations or trade policies on demand and forecasting needs.

Write something...

Average order fulfillment time (days) – impact on customer expectations and rush orders.

Enter a number...

Collaboration & Communication

Examines the processes for collaboration between demand planners, logistics teams, sales, and other stakeholders.

Frequency of cross-functional meetings regarding demand & logistics coordination:

- ☐ Daily
- ☐ Weekly
- ☐ Bi-Weekly
- ☐ Monthly
- ☐ Ad-hoc

Describe the process for escalating significant forecast discrepancies between demand planning and logistics:

Write something...

Average lead time (days) communicated from logistics to demand planning for capacity updates:

Enter a number...

Which stakeholders are involved in the monthly forecast review?

- ☐ Demand Planning
- ☐ Logistics/Transportation
- ☐ Sales
- ☐ Supply Chain Management
- ☐ Finance
- ☐ Marketing

Summarize recent feedback received from logistics regarding the accuracy of demand forecasts and their impact on operations.

Write something...

Method used to communicate forecast updates to Logistics:

- ☐ Email
- ☐ Shared Spreadsheet
- ☐ Dedicated Platform
- ☐ Verbal Communication

Continuous Improvement & Documentation

Focuses on processes for ongoing model refinement, documenting changes, and sharing learnings.

Last Model Review/Update Date

Enter date...

Summary of Key Changes Made to Forecasting Models in the Last Period

Write something...

Frequency of Forecast Model Calibration (e.g., weekly, monthly, quarterly)

Enter a number...

What factors drove the need for model adjustments?

- ☐ Changes in Customer Demand
- ☐ Promotional Activity
- ☐ Supply Chain Disruptions
- ☐ New Product Introductions
- ☐ External Economic Factors
- ☐ Other (Specify in Long Text)

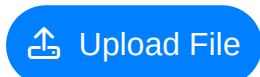
Describe any 'Other' factors influencing model adjustments (if selected above)

Write something...

How are changes to forecasting models communicated to relevant stakeholders?

- ☐ Email
- ☐ Meeting
- ☐ Shared Document
- ☐ Automated Reports

Upload Documentation of Model Tuning Parameters



Document Lessons Learned during this review and recommendations for future improvements.

Write something...