



MRP Capacity Planning Checklist

Work Center Definition & Validation

Verify work centers are accurately defined with relevant data such as capacity, labor rates, and equipment details.

Work Center Code

Work Center Description

Available Capacity (Units/Hour)

Setup Time (Minutes)

Work Center Type

- ☐ Machining
- ☐ Assembly
- ☐ Inspection
- ☐ Packaging

Last Capacity Review Date

Enter date...

Special Instructions / Notes

Write something...

Resource Availability Assessment

Evaluate current resource availability (labor, equipment, tooling) based on historical data and future projections.

Current Labor Hours Available (Per Week)

Enter a number...

Equipment Capacity Utilization (%)

Enter a number...

Tooling Availability (Units)

Enter a number...

Date of Last Capacity Review

Enter date...

Projected Labor Hours Available (Next Quarter)

Enter a number...

Notes on Unexpected Downtime Events (Past 6 Months)

Write something...

Overtime Hours Approved (Weekly)

Enter a number...

Bottleneck Identification

Pinpoint potential bottlenecks within the production process that may constrain capacity.

Describe the suspected bottleneck process step.

Write something...

Current cycle time (minutes)

Enter a number...

Theoretical maximum cycle time (minutes)

Enter a number...

Work-in-Progress (WIP) inventory level (units)

Enter a number...

Possible causes of the bottleneck (select all that apply)

- ☐ Equipment Failure
- ☐ Lack of Skilled Labor
- ☐ Poor Process Design
- ☐ Material Shortages
- ☐ Inefficient Scheduling

Date of bottleneck observation

Enter date...

Time of bottleneck observation

Planned Capacity vs. Demand Alignment

Compare planned capacity with anticipated demand to identify any gaps or overloads.

Forecasted Demand (Units)

Enter a number...

Available Capacity (Units)

Enter a number...

Difference (Demand - Capacity)

Enter a number...

Capacity Shortfall Scenario

- ☐ No Shortfall
- ☐ Minor Shortfall (0-10%)
- ☐ Moderate Shortfall (11-30%)
- ☐ Significant Shortfall (31-50%)
- ☐ Critical Shortfall (>50%)

Date of Forecast/Capacity Assessment

Enter date...

Notes on Alignment Issues / Assumptions

Write something...

Potential Mitigation Strategies Considered

- ☐ Overtime
- ☐ Subcontracting
- ☐ Prioritization
- ☐ Expediting
- ☐ New Equipment

Scheduling Rules & Prioritization

Review and optimize scheduling rules to effectively prioritize work orders and maximize throughput.

Priority Level Minimum Stock

Prioritization Criteria (Select all that apply)

- ☐ Due Date
- ☐ Order Quantity
- ☐ Customer Importance
- ☐ Material Criticality
- ☐ Production Sequence

Scheduling Method

- ☐ First Come, First Served (FCFS)
- ☐ Earliest Due Date
- ☐ Critical Ratio
- ☐ Shortest Processing Time

Maximum Overtime Hours Per Week

Enter a number...

Date Scheduling Rules Last Reviewed

Enter date...

Alternative Capacity Options

Explore alternative capacity options (overtime, outsourcing, subcontracting) to address potential shortfalls.

Potential Overtime Hours Available (per week)

Enter a number...

Outsourcing Feasibility

- ☐ Highly Feasible
- ☐ Moderately Feasible
- ☐ Not Feasible

Estimated Outsourcing Cost Increase (%)

Enter a number...

Subcontracting Options Explored?

- ☐ Yes
- ☐ No

Details on Subcontractor Quotes/Contracts

Write something...

Date of Last Subcontractor Quote Review

Enter date...

Potential Additional Equipment Options?

- ☐ Lease
- ☐ Purchase
- ☐ None

Preventative Maintenance Schedule

Ensure preventative maintenance schedules are in place and adhered to minimize equipment downtime.

Next Scheduled PM Date

Enter date...

Maintenance Cycle Count (e.g., hours, days)

Enter a number...

PM Procedure Description/Link

Write something...

PM Task Completed (Yes/No/Partial)

☐ Yes

☐ No

☐ Partial

Date PM Completed

Enter date...

PM Notes/Observations

Write something...

Attach PM Documentation (PDF, Image)

 Upload File

Estimated PM Duration

Capacity Buffer and Contingency Plans

Establish capacity buffers and contingency plans to account for unexpected events or fluctuations in demand.

Overtime Authorization Limit (Hours/Week)

Enter a number...

Approved Outsourcing Vendor List

- ☐ Vendor A
- ☐ Vendor B
- ☐ Vendor C

Next Review Date of Contingency Plans

Enter date...

Maximum Outsourcing Percentage (of Total Production)

Enter a number...

Description of Emergency Production Relocation Plan (if applicable)

Write something...

Primary Contact for Outsourcing Coordination

- ☐ Contact 1
- ☐ Contact 2
- ☐ Contact 3

Data Accuracy and Integration

Confirm data accuracy and seamless integration between MRP system and shop floor execution systems.

Bill of Materials (BOM) Accuracy Score (%)

Enter a number...

Lead Time Accuracy Score (%)

Enter a number...

Data Synchronization Method

- ☐ Real-time
- ☐ Batch
- ☐ Scheduled

Last Data Synchronization Date

Enter date...

Description of Data Validation Procedures

Write something...

Integrated Systems (Select all that apply)

- ☐ ERP
- ☐ WMS
- ☐ CRM
- ☐ Shop Floor Control

Documentation and Communication

Maintain comprehensive documentation of capacity planning processes and ensure effective communication with relevant stakeholders.

Summary of Capacity Planning Assumptions

Write something...


Stakeholders Informed of Capacity Plan

- ☐ Production Manager
- ☐ Sales Manager
- ☐ Supply Chain Manager
- ☐ Engineering Manager

Date of Last Communication Review

Enter date...

Communication Log (Emails, Meeting Minutes)

 Upload File

Next Communication Review Date

Write something...

Reviewer Signature

