



# MRP Continuous Improvement Checklist

## Data Accuracy & Integrity

Review data quality and consistency across all MRP modules.

### BOM Accuracy Rate (%)

### Inventory Record Accuracy (%)

### Data Source Validation Method

- ☐ Manual Review
- ☐ Automated Script
- ☐ Third-Party Tool

### Last Data Cleansing Date

### Summary of Recent Data Integrity Issues

Write something...

### Primary Data Validation Responsibility

- ☐ Planning
- ☐ Production
- ☐ Inventory Management

## Planning Parameter Optimization

Analyze and refine planning parameters (lead times, lot sizes, safety stock levels).

### Lead Time (Days)

Enter a number...

### Safety Stock Level

Enter a number...

### Lot Size (Units)

Enter a number...

### Setup Time (Minutes)

Enter a number...

### Last Parameter Review Date

Enter date...

### Lot Sizing Method

- ☐ Fixed
- ☐ Economic Order Quantity (EOQ)
- ☐ Period

### Reorder Point

Enter a number...

## Demand Forecasting Enhancement

Evaluate and improve demand forecasting methods and accuracy.

### Forecast Accuracy Metric (e.g., MAPE)

Enter a number...

### Historical Data Review Period (Months)

Enter a number...

### Forecasting Method Currently Used

- ☐ Moving Average
- ☐ Exponential Smoothing
- ☐ Regression Analysis
- ☐ Qualitative (Sales Team Input)
- ☐ Other

### Description of Current Forecasting Process

Write something...

### Factors Considered in Forecasts

- ☐ Historical Sales Data
- ☐ Market Trends
- ☐ Promotional Activities
- ☐ Economic Indicators
- ☐ Competitor Actions

### Last Forecast Review Date

Enter date...

## Inventory Management Efficiency

Assess inventory levels, turnover rates, and obsolescence risks.

### Inventory Turnover Rate

Enter a number...

### Days of Supply (DOS)

Enter a number...

### Obsolescence Rate (%)

Enter a number...

### Carrying Cost (%)

Enter a number...

### Excess/Obsolete Inventory Categories

- ☐ Raw Materials
- ☐ Work-in-Progress
- ☐ Finished Goods
- ☐ Spare Parts

### Last Physical Inventory Count Date

Enter date...

### Average Inventory Accuracy (%)

Enter a number...

## Production Scheduling Performance

Review production schedules, bottlenecks, and capacity utilization.

### On-Time Delivery Performance (%)

Enter a number...

### Schedule Adherence Rate (%)

Enter a number...

### Work-in-Progress (WIP) Inventory Levels

Enter a number...

### Description of Production Bottlenecks

Write something...

### Primary Scheduling Constraint (e.g., Material, Labor, Machine)

- ☐ Material
- ☐ Labor
- ☐ Machine
- ☐ Other

### Date of Last Scheduling Review

Enter date...

### Average Cycle Time (minutes)

Enter a number...

## MRP System Usage & Training

Evaluate user proficiency, identify training gaps, and promote best practices.

### Number of Users Trained in Last Quarter

Enter a number...

### Training Modules Covered (select all that apply)

- ☐ MRP Overview
- ☐ Demand Planning
- ☐ Production Scheduling
- ☐ Inventory Management
- ☐ Reporting & Analytics

### Last User Training Session Date

Enter date...

### Summary of User Feedback on Training Effectiveness

Write something...

### Training Delivery Method

- ☐ Online
- ☐ Classroom
- ☐ Hybrid

### Average User Proficiency Score (1-5)

Enter a number...

### Identified Gaps in User Skills or Knowledge

Write something...

## Integration and Data Flow

Check data synchronization between MRP and other systems (ERP, CRM, SCM).

### Data Synchronization Frequency (minutes)

Enter a number...

### Systems Integrated with MRP

- ☐ ERP System
- ☐ CRM System
- ☐ SCM System
- ☐ WMS System
- ☐ Other (Specify)



### Description of Data Mapping Rules

Write something...

### Average Data Transfer Latency (seconds)

Enter a number...

### Last Integration Validation Date

Enter date...

### Description of Error Handling Procedures

Write something...

### Integration Status

- ☐ Active
- ☐ Inactive
- ☐ Testing

## Reporting and Analytics

Assess the effectiveness of MRP reports and dashboards for decision-making.

### Forecast Accuracy Percentage

Enter a number...

### Inventory Turnover Rate

Enter a number...

### On-Time Delivery Performance (%)

Enter a number...

### MRP System Uptime (%)

Enter a number...

### Summary of Key Analytical Insights

Write something...

### Report Generation Date

Enter date...

## Process Documentation & Standardization

Ensure clear documentation of MRP processes and adherence to standardized procedures.

### MRP Process Flow Diagrams

Write something...

### Standardized Data Entry Fields (e.g., Part Number Format)

- ☐ Format 1
- ☐ Format 2
- ☐ Format 2

### Documentation of MRP Master Data Maintenance Procedures

Write something...

### Approved MRP System Configuration Checklist

- ☐ Checklist Version 1
- ☐ Checklist Version 2

### Last Document Review Date

Enter date...

### Standard Operating Procedures (SOPs) for MRP Planning

Write something...

## Feedback and Continuous Monitoring

Establish a feedback loop for ongoing improvement and proactively monitor key performance indicators.

### Last Review Date

Enter date...

### Forecast Accuracy Score (Current)

Enter a number...

### Inventory Turnover Rate (Current)

Enter a number...

### Summary of Recent Challenges & Resolutions

Write something...

### Overall Satisfaction with MRP System

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very Dissatisfied

**Areas for Improvement (Select all that apply)**

- ☐ Data Accuracy
- ☐ Planning Parameters
- ☐ System Integration
- ☐ User Training
- ☐ Reporting Capabilities

**Next Review Period**

Write something...