✅ ChecklistGuro

MRP Forecast Accuracy Review Checklist

Data Sources and Inputs

Review the data sources used for forecast generation and assess their reliability and relevance.

Primary Data Sources Used

☐ Historical Sales Data

☐ Market Research Reports

☐ Customer Orders

☐ Promotional Plans

☐ External Economic Indicators

Percentage of Sales Data Used

Enter a number...

Last Data Refresh Date

Enter date...

Description of External Data Sources

Write something...

Data Source Accuracy Rating (1-5)

- ☐ 1 - Very Low
- ☐ 2 - Low
- ☐ 3 - Moderate
- ☐ 4 - High
- ☐ 5 - Very High

Supporting Data Files (e.g., CSV, Excel)

⬆ Upload File

Forecast Methodologies

Evaluate the chosen forecasting methods (e.g., statistical, collaborative, qualitative) and their suitability for different product categories.

Primary Forecasting Method

- ☐ Moving Average
- ☐ Exponential Smoothing
- ☐ Regression Analysis
- ☐ Collaborative Forecasting
- ☐ Qualitative Judgement

Moving Average Period (if applicable)

Enter a number...

Smoothing Constant (Alpha) (if applicable)

Enter a number...

Secondary Forecasting Methods Used (if applicable)

☐ Weighted Moving Average

☐ Seasonal Indices

☐ Market Intelligence

☐ Promotional Calendar Data

Justification for Chosen Methodology

Write something...

Last Methodology Review Date

Enter date...

Historical Data Analysis

Analyze historical sales data, including trends, seasonality, and cyclical patterns, to identify potential forecasting biases.

Number of Years of Historical Data Analyzed

Enter a number...

Start Date of Historical Data Review

Enter date...

Summary of Overall Sales Trends (e.g., growth, decline, stability)

Write something...

Identified Seasonal Patterns (Select all that apply)

☐ Annual

☐ Monthly

☐ Weekly

☐ Other (Specify in Long Text)

Description of any Identified Cyclical Patterns (if applicable)

Write something...

Average Monthly Sales Volume (last 2 years)

Enter a number...

Largest Monthly Sales Volume (last 2 years)

Enter a number...

Smallest Monthly Sales Volume (last 2 years)

Enter a number...

Forecast Error Metrics

Calculate and analyze key forecast error metrics (e.g., MAPE, RMSE, Bias) to quantify forecast accuracy.

MAPE (Mean Absolute Percentage Error)

Enter a number...

RMSE (Root Mean Squared Error)

Enter a number...

Bias (Mean Error)

Enter a number...

MAD (Mean Absolute Deviation)

Enter a number...

Error Metric Threshold (Acceptable Range)

- [ ] 0-5%
- [ ] 5-10%
- [ ] 10-15%
- [ ] 15-20%
- [ ] 20%+ (Requires Investigation)

Notes on Error Metric Results

Write something...

Collaborative Forecast Review

Document the collaborative review process with sales, marketing, and other stakeholders, including feedback and adjustments.

Review Date

Enter date...

Attendees & Roles

Write something...

Forecast Adjustment Percentage

Enter a number...

Key Discussion Points

Write something...

Factors Influencing Forecast

- ☐ Promotions
- ☐ New Product Launch
- ☐ Market Trends
- ☐ Economic Conditions
- ☐ Competitive Activity

Action Items (Assigned To)

Write something...

Due Date for Action Items

Enter date...

Demand Signal Validation

Compare forecast against actual demand and identify any significant discrepancies or patterns.

Actual Demand vs. Forecasted Demand (Units)

Enter a number...

Percentage Deviation from Forecast (%)

Enter a number...

Explanation for Significant Deviations

Write something...

Reasons for Deviation (Select all that apply)

- [ ] Promotional Activity
- [ ] Unexpected Market Trend
- [ ] Supply Chain Disruption
- [ ] Data Entry Error
- [ ] Other

Date of Actual Demand Data

Enter date...

Demand Category

- [ ] Finished Goods
- [ ] Raw Materials
- [ ] Sub-Assemblies

Supporting Documentation (e.g., Sales Reports)

⬆ Upload File

System Configuration Audit

Verify the accuracy of system parameters, data mappings, and configuration settings related to forecasting.

Forecast Horizon (in weeks/months)

Enter a number...

Demand Forecasting Method

☐ Statistical

☐ Collaborative

☐ Qualitative

Safety Stock Calculation Method

Enter a number...

Last System Configuration Change Date

Enter date...

Data Sources Integrated (select all that apply)

☐ ERP System

☐ CRM System

☐ Market Intelligence Data

☐ Historical Sales Data

Description of System Parameters and Data Mappings

Write something...

Exception Reporting

Assess the effectiveness of exception reporting mechanisms for highlighting significant forecast errors and triggering corrective actions.

Forecast Deviation Threshold (Units)

Enter a number...

Exception Type

☐ Demand Surge

☐ Supply Chain Disruption

☐ Forecast Error

☐ Other

Date of Exception

Enter date...

Description of Exception

Write something...

Forecasted Quantity

Enter a number...

Actual Quantity

Enter a number...

Severity Level

- [ ] Low
- [ ] Medium
- [ ] High

Corrective Actions Taken

Write something...

Root Cause Analysis

Document investigations into major forecast errors, including identification of root causes and corrective actions implemented.

Describe the specific forecast error observed (e.g., over-forecast, under-forecast, timing issue).

Write something...

Detail the initial investigation steps taken to understand the discrepancy.

Write something...

Select potential contributing factors (select all that apply)

- ☐ Data Input Error
- ☐ System Configuration Issue
- ☐ Unexpected Market Event
- ☐ Inaccurate Historical Data
- ☐ Poor Collaboration
- ☐ External Factor (e.g., promotion)

Explain the identified root cause(s) of the forecast error.

Write something...

Estimated Impact (in units or monetary value)

Enter a number...

Describe corrective actions implemented to address the root cause.

Write something...

Date Corrective Actions Implemented

Enter date...

Lessons Learned and Recommendations for Future Prevention

Write something...

Continuous Improvement

Evaluate and document efforts to continuously improve forecast accuracy, including testing of new methodologies or data sources.

Describe proposed improvements to forecasting methodologies.

Write something...

Target reduction in MAPE (%)

Enter a number...

Date improvement implemented

Enter date...

Data Sources to be investigated for increased accuracy

- ☐ Point of Sale (POS) Data
- ☐ Market Research Reports
- ☐ Customer Surveys
- ☐ Social Media Sentiment Analysis
- ☐ Supplier Forecasts

Supporting documentation (e.g., analysis reports, vendor agreements)

⬆ Upload File

Responsible party for improvement implementation

☐ Forecasting Team

☐ Supply Chain Manager

☐ IT Department