✅ ChecklistGuro

MRP System Documentation Checklist

System Overview

Documentation outlining the overall MRP system architecture, modules, and integration points.

System Purpose and Scope

Write something...

MRP System Version

Enter a number...

Deployment Type (Cloud/On-Premise)

- ☐ Cloud
- ☐ On-Premise

Integrated Systems

- ☐ ERP
- ☐ CRM
- ☐ WMS
- ☐ SCM

Implementation Date

Enter date...

Master Data Definitions

Detailed descriptions of all master data elements (e.g., BOMs, routings, work centers, inventory items, supplier records).

Item Master Description

Write something...

Item Cost

Enter a number...

UOM (Unit of Measure)

☐ Each
☐ Box
☐ Pallet

Safety Stock Level

Enter a number...

Last Updated Date

Enter date...

BOM (Bill of Materials) Notes

Write something...

Routing Lead Time

Enter a number...

Configuration Settings

Documentation of all configuration parameters and their impact on MRP functionality.

Safety Stock Calculation Method

Enter a number...

Lead Time Offset (Days)

Enter a number...

Planning Horizon (Weeks)

☐ 4
☐ 8
☐ 12
☐ 24

Lot Size Calculation Rule

Enter a number...

Demand Forecasting Techniques

- ☐ Moving Average
- ☐ Exponential Smoothing
- ☐ Regression Analysis

Last Configuration Review Date

Enter date...

Process Flows

Visual representations and step-by-step descriptions of key MRP processes (e.g., planning, procurement, production).

Describe the Demand Planning Process

Write something...

Which departments are involved in Production Order Release?

- ☐ Sales
- ☐ Planning
- ☐ Finance
- ☐ Production

Lead Time for Production Order Approval (Days)

Enter a number...

Date of Last Review of Material Requirements Plan

Enter date...

Describe the Procurement Process for Raw Materials

Write something...

Who approves vendor selection?

☐ Procurement Manager

☐ Finance Director

User Manuals

Instructions for users on how to perform tasks within the MRP system, including screenshots and examples.

Navigating the Main Dashboard

Write something...

Creating a New Purchase Order

Write something...

Maximum Order Quantity Allowed

Enter a number...

Selecting Default Warehouse

☐ Warehouse A
☐ Warehouse B
☐ Warehouse C

Generating MRP Reports

Write something...

Last MRP Report Generation Date

Enter date...

System Interface Guides

Documentation on how to integrate the MRP system with other systems, including data formats and mapping.

Interface Description

Write something...

Connected System

- [ ] ERP System
- [ ] CRM System
- [ ] WMS System
- [ ] eCommerce Platform

Data Mapping Document

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API Endpoint URL

Enter a number...

Data Transformation Rules

Write something...

Last Integration Test Date

Enter date...

Security Protocols

Documentation of user access controls, permissions, and authentication methods.

Description of User Access Control Policies

Write something...

Authentication Methods Supported

☐ Username/Password

☐ Multi-Factor Authentication

☐ Single Sign-On (SSO)

☐ Biometrics

Maximum Password Length

Enter a number...

Last Password Policy Review Date

Enter date...

Role-Based Access Control (RBAC) Implementation Status

☐ Implemented

☐ Partially Implemented

☐ Not Implemented

Security Audit Reports

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Troubleshooting Guide

Common errors and their resolutions.

Error Message Observed

Write something...

Error Code (if applicable)

Enter a number...

Module Affected

- [ ] Planning
- [ ] Procurement
- [ ] Production
- [ ] Inventory
- [ ] Other

Date of Occurrence

Enter date...

Time of Occurrence

User Involved (if applicable)

Write something...

Possible Causes (Select all that apply)

☐ Data Entry Error

☐ System Configuration Issue

☐ Integration Problem

☐ Hardware Failure

☐ Software Bug

Steps Taken to Resolve

Write something...

Release Notes

Record of changes and updates made to the MRP system.

Release Version

Enter a number...

Release Date

Enter date...

Summary of Changes

Write something...

Detailed Changelog

Write something...

Release Package (Optional)

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Modules Affected

☐ Planning

☐ Procurement

☐ Production

☐ Inventory

☐ Sales

Author/Release Manager

Write something...

Disaster Recovery Plan

Procedures for data backup, system restoration, and business continuity in case of emergencies.

Last Backup Date

Enter date...

Estimated Recovery Time (RTO)

Maximum Acceptable Data Loss (RPO)

Enter a number...

Backup Location Description
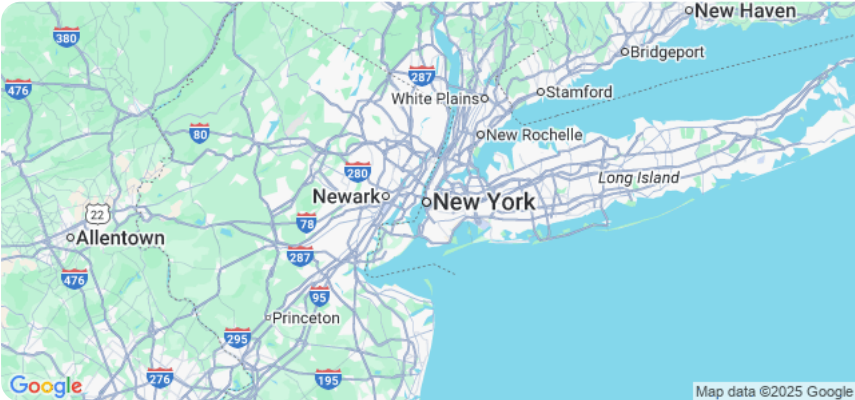
Write something...

Critical Systems to Restore

☐ Production Planning

☐ Inventory Management

☐ Procurement

☐ Sales Order Management

Detailed Restoration Steps

Write something...

Alternate Data Center Location

📍 Set My Current Location

Backup Verification Report

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