



# Supply Chain Capacity Planning Checklist

## Demand Forecasting Accuracy

Assess the accuracy of current demand forecasting methods and identify areas for improvement.

### Mean Absolute Deviation (MAD)

### Mean Squared Error (MSE)

### Root Mean Squared Error (RMSE)

### Forecasting Method Used

- ☐ Moving Average
- ☐ Exponential Smoothing
- ☐ Regression Analysis
- ☐ Machine Learning Model
- ☐ Other

### Date of Last Forecast Review

Enter date...

### Summary of Recent Forecast Performance

Write something...

### Data Sources Used for Forecasting

- ☐ Historical Sales Data
- ☐ Market Trends
- ☐ Promotional Plans
- ☐ External Data (e.g., Weather)

## Production Capacity Assessment

Evaluate current production capabilities and identify potential bottlenecks.

### Current Maximum Production Volume (Units/Day)

Enter a number...

### Current Production Volume (Units/Day)

Enter a number...

### Overall Equipment Effectiveness (OEE) Percentage

Enter a number...

### Description of Bottlenecks in Production Process

Write something...

### Primary Production Equipment Status

- ☐ Operating Normally
- ☐ Requires Maintenance
- ☐ Down for Repair

### Date of Last Major Equipment Maintenance

Enter date...

### Production Process Constraints

- ☐ Raw Material Availability
- ☐ Labor Shortage
- ☐ Equipment Limitations
- ☐ Energy Supply

### Changeover Time Between Products (Minutes)

Enter a number...

## Supplier Capacity Analysis

Review supplier capacity and potential risks to supply continuity.

### Supplier's Current Production Capacity (Units/Week)

Enter a number...

### Supplier's Maximum Potential Capacity (Units/Week)

Enter a number...

### Supplier's Capacity Utilization Rate

- ☐ Low (<50%)
- ☐ Moderate (50-80%)
- ☐ High (>80%)

### Description of Supplier's Production Processes

Write something...

### Date of Last Supplier Capacity Assessment

Enter date...

### Potential Capacity Expansion Options

- ☐ Additional Shifts
- ☐ New Equipment
- ☐ Subcontracting
- ☐ Facility Expansion

### Estimated Lead Time for Capacity Expansion (Weeks)

Enter a number...

## Inventory Buffer Strategy

Analyze inventory levels and safety stock calculations to ensure adequate buffer.

### Current Safety Stock Level (Units)

Enter a number...

### Lead Time (Days)

Enter a number...

### Demand Variability (Standard Deviation)

Enter a number...

### Service Level Target (%)

- ☐ 90%
- ☐ 95%
- ☐ 98%
- ☐ 99%

### Cost of Stockout (USD/Unit)

Enter a number...

### Holding Cost per Unit (USD/Year)

Enter a number...

### Explanation of Buffer Strategy Rationale

Write something...

## Logistics & Transportation Capacity

Evaluate transportation options and identify potential constraints.

### Current Truck Fleet Size

Enter a number...

### Maximum Daily Shipment Volume (Units)

Enter a number...

### Primary Transportation Mode

- ☐ Truck
- ☐ Rail
- ☐ Air
- ☐ Sea

### Date of Last Transportation Capacity Review

Enter date...

### Average Delivery Time (Days)

Enter a number...

### Potential Transportation Bottlenecks

- ☐ Port Congestion
- ☐ Driver Shortage
- ☐ Infrastructure Limitations
- ☐ Fuel Costs

### Maximum Container Capacity (TEU)

Enter a number...

## Warehouse & Distribution Center Capacity

Assess warehouse storage and throughput capabilities.

### Current Storage Capacity (Pallets)

Enter a number...

### Current Throughput Capacity (Units/Hour)

Enter a number...

### Available Dock Doors

Enter a number...

### Number of Forklifts

Enter a number...

### Warehouse Layout Efficiency (High/Medium/Low)

☐ High

☐ Medium

☐ Low

### Date of Last Capacity Audit

Enter date...

### Notes on Current Capacity Constraints

Write something...

### Maximum Pallet Density (Pallets/sq ft)

Enter a number...

## Labor & Equipment Availability

Review current staffing levels and equipment availability and plan for potential shortfalls.

### Current Number of Production Workers

Enter a number...



### Projected Increase in Production Volume (%)

Enter a number...

### Number of Maintenance Technicians

Enter a number...

### Date of Last Equipment Servicing

Enter date...

### Current Labor Skill Levels (Overall)

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Needs Improvement

### Number of Forklifts Available

Enter a number...

### Details on Current Equipment Maintenance Schedule

Write something...

## Scalability & Flexibility Planning

Assess the ability to scale operations up or down to meet changing demand.

### Maximum Production Capacity (Units/Week)

Enter a number...

### Current Staffing Levels

Enter a number...

### Projected Staffing Needs (Peak Season)

Enter a number...

### Contractual Flexibility with Suppliers

- ☐ Highly Flexible
- ☐ Moderately Flexible
- ☐ Limited Flexibility
- ☐ Not Flexible

### Potential Scalability Options

- ☐ Outsourcing/Contract Manufacturing
- ☐ Temporary Staffing
- ☐ Expanding Warehouse Space
- ☐ Investing in Automation
- ☐ Diversifying Production Locations

### Date of Next Capacity Review

Enter date...

### Notes on Potential Scalability Challenges

Write something...

## Technology Infrastructure Assessment

Evaluate technology capabilities to support capacity planning and optimization.

### ERP System Version

Enter a number...

### Cloud or On-Premise?

- ☐ Cloud
- ☐ On-Premise

### Network Bandwidth (Mbps)

Enter a number...

### Last Infrastructure Upgrade Date

Enter date...

### Key Software Integrations (e.g., TMS, WMS)

- ☐ TMS
- ☐ WMS
- ☐ CRM
- ☐ Other

### Describe Current Cybersecurity Measures

Write something...

## Contingency Planning & Risk Mitigation

Develop strategies to address potential capacity constraints and disruptions.

### Describe potential supply chain disruptions (e.g., natural disasters, geopolitical events)

Write something...

### Identify critical suppliers at risk (Select all that apply)

- ☐ Supplier A
- ☐ Supplier B
- ☐ Supplier C
- ☐ None

### Estimated financial impact of a major disruption (in currency)

Enter a number...

**Date of last disaster recovery drill**

Enter date...

**Alternative sourcing options identified?**

- ☐ Yes
- ☐ No
- ☐ Partial

**Describe communication plan for disruptions**

Write something...

**Upload documentation related to alternative sourcing agreements**

 Upload File