



WMS Peak Season Scaling & Preparedness Checklist 2026

Pre-Peak Capacity & Infrastructure Audit

Reviewing server stability, storage limits, and hardware readiness to ensure the WMS can handle increased transaction volumes.

Current Server CPU/Memory Utilization

- ☐ Low (<50%)
- ☐ Moderate (50-75%)
- ☐ High (>75%)
- ☐ Critical (At Capacity)

Available Database Storage (GB)

Infrastructure Components Verified

- ☐ Cloud Server Scaling Enabled
- ☐ Network Bandwidth Capacity
- ☐ Backup Integrity Verified
- ☐ Database Indexing Optimized

Last Infrastructure Stress Test Date

Identified Infrastructure Bottlenecks

IT Infrastructure Manager Approval

Personnel & Labor Resource Planning

Evaluating temporary staffing needs, training schedules for seasonal hires, and shift management strategies for 24/7 operations.

Peak Season Start Date

Planned Seasonal Headcount Increase

Required Training Modules Completed

- ☐ WMS Basic Navigation
- ☐ Scanner/Hardware Troubleshooting
- ☐ Safety & Compliance Protocols
- ☐ Exception Handling Procedures

Shift Schedule Structure

- ☐ Single Shift
- ☐ Double Shift
- ☐ 24/7 Rotational

Staffing Contingency Plan Summary

Write something...

Warehouse Manager Approval

Inventory & Stock Level Readiness

Verifying stock availability, replenishment workflows, and ensuring high-velocity SKUs are accurately reflected in the system.

Inventory Audit Completion Status

- ☐ Completed
- ☐ In Progress
- ☐ Not Started

Targeted High-Velocity SKU Count

Enter a number...

Replenishment Tasks Verified

- ☐ Bulk Stock Inbound
- ☐ Bin Replenishment
- ☐ Cross-docking Preparation
- ☐ Cycle Count Completed

Last Physical Stock Count Date

Enter date...

Stock Discrepancy Report

 Upload File

Notes on Potential Stock Shortages

Write something...

Hardware & Mobile Device Maintenance

Testing handheld scanners, thermal printers, and mobile workstations to ensure seamless connectivity and battery longevity during high-intensity shifts.

Mobile Devices to Inspect

- ☐ Handheld RF Scanners
- ☐ Mobile Tablets
- ☐ Thermal Label Printers
- ☐ Warehouse Desktop Terminals
- ☐ Automated Sorting Sensors

Scanner Battery Health Status

- ☐ Excellent
- ☐ Needs Replacement
- ☐ Critical - Immediate Action Required

Last Inspection Date

Enter date...

Device Serial Number/ID

Write something...

Maintenance Issues & Repairs Log

Write something...

Technician Verification

Order Fulfillment & Throughput Optimization

Analyzing picking paths, packing station capacities, and shipping lane availability to prevent bottlenecks during peak surges.

Primary Picking Strategy

- ☐ Batch Picking
- ☐ Zone Picking
- ☐ Wave Picking
- ☐ Cluster Picking

Target Orders Per Hour (OPH)

Potential Bottleneck Areas

- ☐ Packing Station Congestion
- ☐ Inbound Dock Saturation
- ☐ Label Printing Delays
- ☐ Packing Material Shortage

Packing Station ID/Location

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Throughput Optimization Notes

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Operations Manager Verification

System Integration & Data Flow Verification

Ensuring seamless data transmission between the WMS, ERP, and carrier APIs to prevent shipping delays or label generation errors.

Integrated Systems Verification

- ☐ ERP System Sync
- ☐ Carrier/TMS API
- ☐ E-commerce Storefront Integration
- ☐ WCS/Automation Controller
- ☐ LTL/Parcel Shipping Software

Last Integration Test Status

- ☐ Passed
- ☐ Failed
- ☐ Pending Re-test

Last Successful Data Sync Date

Enter date...

Average API Latency (ms)

Enter a number...

Integration Error Logs/Notes

Write something...

Integration Test Result Report

 Upload File

IT Manager Validation

Contingency & Disaster Recovery Readiness

Testing manual workaround procedures and backup power/network protocols in case of system downtime during peak hours.

Critical System Backup Verification

☐ Database Backup Completed

☐ Cloud Redundancy Verified

☐ Off-site Data Sync Confirmed

☐ Transaction Logs Archived

Primary Communication Channel for Emergency Alerts

☐ SMS/Mobile Alerts

☐ Email Notifications

☐ Radio/Internal Intercom

☐ Desktop/Dashboard Pop-ups

Manual Process Workaround Reference

Write something...

Last Disaster Recovery Drill Date

Enter date...

Emergency Contact List & Escalation Matrix

 Upload File

IT Manager Approval for Readiness

Post-Peak Review & Performance Metrics

Defining KPIs for monitoring order accuracy, cycle time, and system latency during the peak season period.

Review Completion Date

Peak Season Order Volume vs. Projected Volume

Average Order Processing Time (Minutes)

System Uptime Percentage During Peak

- ☐ 99.9% or higher
- ☐ 95% - 99.8%
- ☐ Below 95%

Identified System Bottlenecks

- ☐ Hardware Failure
- ☐ Data Sync Delays
- ☐ Insufficient Staffing
- ☐ Inaccurate Inventory Data
- ☐ Carrier Integration Issues

Summary of Operational Improvements for 2027

Write something...

Warehouse Manager Approval

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✓ Finish

🔧 Generate Sample Report