



WMS Task Management Validation Checklist

Task Creation & Assignment

Verifies the process of creating new tasks and assigning them to appropriate users or equipment.

Task Description

Write something...

Estimated Completion Time (minutes)

Enter a number...

Task Priority

☐ High

☐ Medium

☐ Low

Task Type

- ☐ Picking
- ☐ Receiving
- ☐ Putaway
- ☐ Shipping

Assigned User

Due Date

Enter date...

Estimated Start Time

Enter time...

Task Prioritization & Sequencing

Confirms tasks are prioritized correctly and executed in the intended sequence within the WMS.

Task Priority Score

Enter a number...

Priority Assignment Method

- ☐ Manual
- ☐ Automated (Rule-Based)
- ☐ Combined

Scheduled Start Date

Enter date...

Scheduled Start Time

Enter time...

Task Sequence Number

Enter a number...

Dependency Type

- ☐ Finish-to-Start
- ☐ Start-to-Start
- ☐ Finish-to-Finish
- ☐ Start-to-Finish

Task Dependencies Verification

Ensures that task dependencies are accurately defined and enforced by the WMS.

Dependency Type

- ☐ Finish-to-Start
- ☐ Start-to-Start
- ☐ Finish-to-Finish
- ☐ Start-to-Finish

Lead Time (Hours)

Enter a number...

Critical Path Dependency?

☐ Yes

☐ No

Notes on Dependency Logic

Write something...

Trigger Condition

☐ Completion of Preceding Task

☐ Time-Based

☐ Event-Based

Task Status Updates & Tracking

Validates that task status updates are recorded accurately and readily accessible for tracking progress.

Task Start Date

Enter date...

Estimated Task Start Time

Enter time...

Actual Task Start Date

Enter date...

Actual Task Start Time

Enter time...

Current Task Status

- ☐ Not Started
- ☐ In Progress
- ☐ Pending Review
- ☐ Completed
- ☐ Blocked

Percentage Completion (%)

Enter a number...

Status Update Notes

Write something...

Updater Signature

Task Completion & Validation

Checks the process of completing tasks, including any necessary validations or quality checks.

Quantity Verified

Enter a number...

Completion Notes

Write something...

Completion Status

- ☐ Completed Successfully
- ☐ Completed with Exceptions
- ☐ Incomplete

Actual Completion Date

Enter date...

Actual Completion Time

Enter time...

Verifier Signature

Exception Handling & Escalation

Tests the system's ability to handle exceptions or errors during task execution and escalate issues appropriately.

Describe the Exception Encountered

Write something...

Exception Category

- ☐ System Error
- ☐ User Error
- ☐ Equipment Failure
- ☐ Process Deviation

Estimated Time to Resolution (Hours)

Enter a number...

Escalation Level Required

- ☐ Level 1 - Supervisor
- ☐ Level 2 - Manager
- ☐ Level 3 - Director

Date of Escalation

Enter date...

Time of Escalation

Enter time...

Escalation Officer Signature

User Permissions & Access Control

Confirms that user permissions and access controls are properly configured for task management functions.

Task Creation Permissions

- ☐ Read Only
- ☐ Create
- ☐ Edit
- ☐ Delete

Task Assignment Permissions

- ☐ Self
- ☐ Direct Reports
- ☐ All Users

Task Modification Permissions

- ☐ None
- ☐ Task Owner
- ☐ Supervisor

Maximum Concurrent Tasks per User

Allowed Task Types

- ☐ Picking
- ☐ Receiving
- ☐ Putaway
- ☐ Packing

Escalation Privileges

- ☐ No Escalation
- ☐ Supervisor
- ☐ Manager

Reporting & Analytics

Verifies that task management data is accurately captured and available for reporting and analytics.

Average Task Completion Time (minutes)

Total Tasks Completed (daily)

Percentage of Tasks Completed on Time

Summary of Key Trends Observed

Write something...

Report Generation Date

Enter date...

Report Type (e.g., Daily, Weekly, Monthly)

- ☐ Daily
- ☐ Weekly
- ☐ Monthly

Integration with Other Systems

Checks integration points with other relevant systems (e.g., ERP, Transportation Management System).

ERP System Integrated?

- ☐ Yes
- ☐ No
- ☐ Partial

TMS System Integration Status?

- ☐ Functional
- ☐ Testing
- ☐ Not Integrated

Data Synchronization Frequency (minutes)

Enter a number...

Description of Data Exchange Format (e.g., API, CSV)

Write something...

Order Management System Integration?

- ☐ Yes
- ☐ No
- ☐ Partial

Last Integration Update Date

Enter date...