



WMS Wave Planning Checklist Template

Wave Definition & Parameters

Verify wave creation rules, scheduling, and resource allocation.

Maximum Orders per Wave

Maximum Lines per Wave

Wave Start Time Window

Wave Scheduling Date

Wave Type

- ☐ Standard
- ☐ Expedited
- ☐ Seasonal

Release Method

- ☐ Automatic
- ☐ Manual

Maximum Wave Duration (Minutes)

Enter a number...

Order Prioritization

Confirm correct order prioritization logic based on service level agreements (SLAs).

Priority Level Threshold (e.g., Order Due Date)

Enter a number...

Priority Rule Application Method

- ☐ Automatic
- ☐ Manual Override

Maximum Number of High Priority Waves per Shift

Enter a number...

Order Due Date Check Date

Enter date...

Customer Type Prioritization

☐ Enabled

☐ Disabled

Order Age Threshold for Prioritization (Days)

Enter a number...

Resource Assignment

Validate pickers, equipment, and other resources are assigned appropriately for wave execution.

Number of Pickers Assigned

Enter a number...

Number of Forklifts Assigned

Enter a number...

Picker Skill Level

☐ Level 1

☐ Level 2

☐ Level 3

Equipment Type

- ☐ Pallet Jack
- ☐ Forklift
- ☐ Order Picker

Assigned Zones

- ☐ Zone A
- ☐ Zone B
- ☐ Zone C

Shift Start Time

Enter time...

Picking Route Optimization

Ensure the system optimizes picking routes within the wave to minimize travel time.

Average Pick Time per Zone (Minutes)

Enter a number...

Route Optimization Algorithm Used

- ☐ Shortest Distance
- ☐ Fastest Time
- ☐ Most Efficient (Hybrid)

Travel Distance Reduction (%)

Enter a number...

Picker Travel Time Reduction (%)

Enter a number...

Zone Skipping Enabled?

☐ Yes

☐ No

Notes on Route Optimization Performance

Write something...

Task Sequencing & Dependencies

Check the sequencing of picking and putaway tasks within the wave.

Initial Sort Order of Tasks

☐ Priority

☐ Due Date

☐ Location

☐ SKU Type

Maximum Number of Tasks per Sequence

Enter a number...

Task Dependency Resolution Method

- ☐ FIFO (First In, First Out)
- ☐ Priority Based
- ☐ Manual Override

Considered Task Attributes for Sequencing

- ☐ SKU Size
- ☐ SKU Weight
- ☐ Storage Location
- ☐ Expiration Date

Scheduled Task Review Date

Enter date...

Wave Release & Monitoring

Confirm wave release criteria and monitor wave performance during execution.

Scheduled Release Time (Wave Start)

Enter a number...

Actual Release Time (Wave Start)

Enter time...

Number of Waves Released

Enter a number...

Release Method

☐ Automatic

☐ Manual

Average Wave Duration (Minutes)

Enter a number...

Notes on Release/Delays

Write something...

Date of Wave Release

Enter date...

Exception Handling

Verify procedures for handling exceptions during wave planning and execution (e.g., order modifications, stockouts).

Describe the exception encountered (e.g., stockout, order modification)

Write something...

Exception Type

- ☐ Stockout
- ☐ Order Modification
- ☐ Damaged Goods
- ☐ Incorrect Location
- ☐ System Error

Quantity Discrepancy (if applicable)

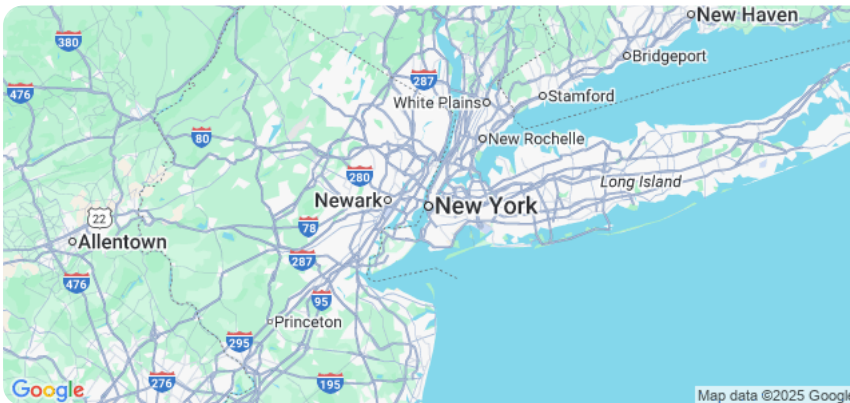
Enter a number...

Exception Date/Time

Enter date...

Exception Location within Warehouse

 [Set My Current Location](#)



Resolution Required

- ☐ Manual Intervention
- ☐ System Override
- ☐ Order Cancellation
- ☐ Re-slotting

Reporting & Analytics

Assess the availability and accuracy of wave planning reports and analytics.

Total Waves Planned

Waves Completed Successfully

Waves with Exceptions

Average Wave Completion Time (Minutes)

Key Performance Indicator (KPI) Trending Status

- ☐ Improving
- ☐ Stable
- ☐ Declining

Report Generation Date

Enter date...

Summary of Significant Trends/Insights

Write something...

Integration with Other Systems

Validate seamless integration with other warehouse systems (e.g., order management, shipping).

Order Management System (OMS) Sync Frequency (minutes)

Enter a number...

Shipping Carrier Integration Status

- ☐ Integrated
- ☐ Partially Integrated
- ☐ Not Integrated

Describe any integration errors encountered recently

Write something...

Attach integration logs (if available)

 Upload File

ERP System Integration Status

- ☐ Integrated
- ☐ Partially Integrated
- ☐ Not Integrated

Last Integration Synchronization Date

Enter date...

User Training and Documentation

Ensure users are adequately trained and have access to necessary documentation for wave planning.

Number of Users Trained

Enter a number...

Training Modules Covered

- ☐ Wave Planning Overview
- ☐ System Navigation
- ☐ Exception Handling
- ☐ Reporting & Analytics

Last Training Session Date

Enter date...

Summary of Training Content

Write something...

Training Materials (e.g., Manuals, Presentations)

 Upload File

Training Method (e.g., Classroom, Online, Hybrid)

- ☐ Classroom
- ☐ Online
- ☐ Hybrid