

Production Department Business Plan

The plan must be completed and attached to the final, comprehensive company Business Plan for Meeting Five.

As members of the Production Department, you must establish a process to ensure that all customers receive high-quality products. You need to decide on the “how, where, and who” of product selection. Your plan should describe:

- The selected production process.
- The quality-control procedures that will be put in place.
- The company’s production schedule, including beginning and ending dates.
- The cost of packaging, labeling, and marketing the product.

Company Quality-Control Procedures

Use this form to brainstorm your company’s step-by-step production process, including regular quality checks. You will use this information to complete the final version of the Production Record.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Production Schedule

Date and list of materials that need to be ordered:

Date and list of materials that need to be available:

Date(s) that product components will be complete:

Production Goals

Our production goal is to make _____ units of our product by _____.

To achieve this goal, _____ production workers will need to work _____ hours.

Our goal is to have the service package/planning completed by _____.

Packaging

We will package our products using (for example, plastic bags, shrink-wrap)

_____.

The packaging cost per product is \$ _____.

The total packaging cost based on our production goal is \$ _____.

Goals	Meeting 6	Meeting 7	Meeting 8	Meeting 9	Meeting 10	Meeting 11
Goal for products produced						
Actual products produced						

Total actual units produced: _____.