CHECKLIST:

How to get started with job shop scheduling

Step 1: Establish your scheduling goals

- ☐ Action 1: Brainstorm ideas <u>and</u> write them down
- ☐ Action 2: Prioritize your ideas
- ☐ Action 3: Turn your ideas into SMART goals
  - **S**pecific
  - **M**easurable
  - **A**ttainable
  - **R**elevant
  - **T**ime-Bound

Step 2: Derive major scheduling requirements from your smart goals

- ☐ Tip 1: Apply the 80/20 rule
- ☐ Tip 2: Keep it soft, make it quick & dirty

Step 3: Talk to scheduling software vendors

- ☐ Schedule a demo with <u>just plan it</u>

Step 4: Collect and structure all applicable data for scheduling

- ☐ **Action 1: Gather relevant data about your resources (internal supply)**
  - ☐ Task 1: List your resources
  - ☐ Task 2: Group your resources
  - ☐ Task 3: Add your standard resource calendar
- ☐ **Action 2: Bring together data about your jobs (internal demand)**
  - ☐ Task 1: Define a job by its metadata
    - ☐ List your jobs, per name of job number
    - ☐ Then per job, note down:
      - The earliest start date (if available)
      - The internal due date
  - ☐ Task 2: Define a job by its tasks
    - ☐ Identify each task by assigning a task number
    - ☐ Outline the succession of the task via the task number
    - ☐ Specify how long it takes to finish the task. In this step it is enough to keep it simple and ignore a potential differentiation between setup time, runtime, or similar factors.
    - ☐ Stipulate either the resource group or the resource that is needed to get the task done

Step 5: Make use of an on-boarding service

- ☐ Book the on-boarding service with just plan it