

# Typical site planner's workflow

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Monthly	Weekly	Daily
1.Adjust the production plan based on the new S&OP production plan. (early of month)	1.Participate production plan alignment meeting, integrate new changes from production into scheduling	1.Adjust ongoing process order based on D-1 actual declared.
2.Review performance KPIs.	2. Review actual production vs planned (monthly yield), trigger alerts.	2.Review resource, RM, technical constraint(if have), new order book, to trigger alerts & adjust the scheduling.
	3. Review scheduling based on allocation result with global planner ( S&OP manager)	3.In case of limited storage/bulk blocking reactor, check transport reliability, evaluate the impact to orders with the new outbound delivery.
	4. Monitor production posting to ensure product availability.	4.Schedule new production in scheduling tool (Picaso, MF50, Aspen)
	4. Monitor inventory health & Manage SMOG report and coding 5.Complete OTIF coding in SAP (with root cause in scheduling ).	5. Clean SAP from old planned orders, post processing items (MF47), remaining qty's etc. pp. to have a good visibility of your stock projection.

Depends on the plant size, the scope of site planner could be larger