

Follow-Up Updates



Date Scheduled

Your Text Here

Your Text Here

Your Text Here



Activity

30-Day Update Memo

*45-Day [or 60-Day]
Update Memo*

*60-Day [or 75, or 90
Day] Status Memo*



Conducted By

[Supervisor/Manager]

[Supervisor/Manager]

[Supervisor/Manager]



Completion Date

Your Text Here

Your Text Here

Your Text Here

A “job plan” typically consists of the following phases:

Planning phase: During this phase, emphasis is on the objectives to be achieved, composition of the project study team, information on which to base the study and detailed planning.

Information phase: In this phase, the detailed information requirements for the project are identified and distributed among team members. This ensures that adequate data is available to the VE team.

Analysis phase: During the analysis phase, the VE team structures the information and applies techniques to analyse the problem.

Creative phase: During the creative phase, the teams undergo structured “brainstorming” to generate ideas, which are again combined or developed further.

Evaluation phase: Also termed team design, this phase comprises a series of processes to evaluate the best ideas generated during the creative phase. The ideas are prioritized in terms of cost, time and practicality. Those that meet most of the customer requirements at the lowest lifecycle cost are selected.

Reporting phase: Here, the new initiatives developed are formally presented to senior management as business cases along with alternatives and appropriate financial cases wherever investment is required.

Implementation phase: The selected proposals are implemented and new approaches brought into practice in this phase.

Follow-up phase: Systematic follow-up procedures must be put in place in order to ensure that all the benefits of the VE project are achieved.

processing of various operations has been authorized to begin in time as planned by VE department, the follow up is to check the progress of the order undertaken as it is being produced from the first operation until the order is converted into final work. Thus it regulates the progress of work through the continuous monitoring processes.

Follow up is checking the order of activities systematically so that work may be carried out according to plan. It is the measurement of output against plan, analysis of the performance for shortcomings if any and following up the management in order to apply corrective action to prevent excessive short fall. Thus Progress Reporting is the function by which one can give an early warning when the actual production deviates from planned production thus making it possible to apply corrective action.

Follow up is the most important part of control. This step is to ascertain from time to time that the operations are going on according to the plan. The expeditor or chaser is meant for observing that any thing overlooked or not properly executed is set right. This ensures proper coordination of activities and plans in order to take corrective action if necessary Follow up functioning checks and measure the effectiveness of plan.

Follow up is done for the following purposes:

- Follow up for Materials
- Follow up of work in progress
- Daily work completion Record

Follow up or Progress Reporting can do following tasks:

- (i) Recording of actual completion of work
- (ii) Compare the actual work with the planned work
- (iii) Can measure the variability in the amount work.
- (iv) Can report the excessive variance to the planning department for corrective action.

Purpose of follow up

- (i) To release the work orders at the appropriate time and provide the flow of necessary information.
- (ii) To record the flow of work and operations to make adjustment if needed.
- (iii) To record progress of individual activities and make necessary adjustments.
- (iv) To compare and record amount of work in process with schedule.
- (v) To record the amount of faulty work and rejections, issue orders for the production of replacement
- (v) To record the machine and man power idleness and investigate the reasons for it.

vii) To record the break downs, held up or stoppage of production activities and classify them according to :

- (a) Lack of instructions and blue prints etc..
- (b) Lack of input materials and components.
- (c) Work held up due to stoppage at previous work stations.
- (e) Non availability of man power
- (d) Equipment break down.