

**Curriculum for
Certificate in Production Planning & Control
(Certificate Level - 6 months)
Code:VF51S015
(2013)**

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Name of the course

- Certificate in Production Planning and Control

Overall objective of the Course

The objectives of this course are to:

- To develop the competency to plan production facilities along with the proper systematic planning of production activities.
- Enabling a person to do the right sequencing of priority orders on time.
- Develop skills to forecast, expected bottlenecks, which may crop up at the time of actual processing and provide feedback to the management for affective decision making.
- It will enable a person to function for order preparation, process planning, scheduling, dispatching, expediting and analysing etc.
- To activate a planner to involve him/herself in cost estimation, work measurement, subcontracting, capacity planning and demand forecasting.
- Develop leadership and decision making abilities to enable one for the better utilization of organization's resources.
- To enable a person for correct data management with qualitative analysis for the taking correct decisions.

Competencies gained after completion of the course

At the end of the course, the trainee must be able to attain the following competencies.

- Learn PPC essentials.
- Recognize production Capacity.
- Reorganize and Allocate available Capabilities.
- Confirm of customer's orders/bookings.
- Prepare Master Production Plan
- Plan Materials Requirement
- Implement Basic Strategies for the Development of a Production Plan
- Maintain Lowest Possible Level of Material Inventories (Control).
- Control Production W.I.P. (work in process)
- Prepare Production Execution Plan
- Plan Out sourced or Sub contractors' activities.

- Plan strategies to remove Bottleneck.
- Controlling Techniques - To track actual performance, through monitoring plans and controlling WIP.
- Development of professionalism.
- OHS awareness.
- Effective communication.
- Become a team member.
- Time management.

Knowledge Proficiency Details

On successful completion of course, the trainees must have acquired the following knowledge & skills:

- Good communication.
- Handling of computer/lap top.
- Able to work in MS-Excel and Power Point.
- Get knowledge of related products and their versatility.
- Knowledge of garment process from cutting to packing.
- Time and motion study.
- Understanding the role of MBO.
- Development of inter-personal and inter-departmental liaison.
- Product and data analysis.
- Able to demonstrate Critical Path Analysis (CPA).

Job Opportunities available immediately and in future

After completion of the training, candidates can find the employment opportunities in the following disciplines.

- Garment Industry.
- Self-employment.
- Cottage industry.

Trainee entry level

- Graduation and above

Minimum qualification of trainer

MBA / BBA, having at least 4~5 years industrial cum training experience in garment manufacturing.

OR

B.Sc. Textile Engineering, with 3- Years Industrial cum training experience in garment manufacturing.

Medium of Instruction

- English/Urdu

Timeframe of assessment

Duration of Course	Six Months
Total Hours	800 hrs
Training Hours	765 hrs
Module Test	25 hrs
Final Test	10 hrs
Per Week Hours	30 hrs
Per Day Hours	05 hrs (6 days a week)

Overview about the program – Curriculum for Production Planning and Control

Module Title & Aim	Learning units	Theory Hours	Workplace hours	Total Hours
<p>Module 1: Learn PPC essentials.</p> <p>Aim: This module enables one to understand about the PPC essentials.</p>	<p>LU1-Review Out line of PPC.</p> <p>LU2- Review Objectives of PPC.</p> <p>LU3- Analyse Garment Production Process procedures.</p> <p>LU4- Communicate And share information as per requirement.</p> <p>LU5-Review Functions of PPC.</p> <p>LU6- Review significance of the time in the production planning and control</p> <p>LU7- Identify factors leading to the failure of the planning.</p>	8	27	35
<p>Module 2: Recognize production Capacity.</p> <p>Aim: Enable one to understand that what is capacity and how it derived.</p>	<p>LU1- Analyses production capacity.</p> <p>LU2-Identify different production process i.e. cutting, stitching, washing etc. included in the capacity?</p> <p>LU3- - Coordinate development with PPC and IE departments. LU4- Collect OB (Operations bulletin) from Product Development department.</p> <p>LU4- Calculate standard minute value (SMV), basic minute value (BMV), and standard allowed minutes (SAM).</p> <p>LU5- Understand production process flow.</p>	10	35	45

	<p>LU6- Identify production capacity constraints.</p> <p>LU7- Identify Idle Capacity.</p> <p>LU8- Calculate capacity for various garments.</p> <p>LU9- verify Logical production estimates</p> <p>LU10- calculates capacity based on Over time (OT).</p> <p>LU11- Calculate capacity of subcontracting time.</p> <p>LU12- Understand factors of Production.</p>			
<p>Module 3: Reorganize and Allocate available Capabilities.</p> <p>Aim: To develop a competency for enabling one to become proactive for the allocation of available capabilities and to re-sequence them for the better utilization.</p>	<p>LU1-Review production capabilities e.g., embroidery, printing etc.</p> <p>LU2- Identify capabilities.</p> <p>LU3- Review required operational sequence.</p> <p>LU4- Coordinate development with PPC and IE departments.</p> <p>LU5- Develop available capabilities up to the required level.</p> <p>LU6- Forecast and identify capabilities for future requirements.</p> <p>LU7- Update available capabilities to management.</p> <p>LU8- Identify outsourcing/subcontracting.</p> <p>LU9- Use forecasting techniques for capability assessment</p>	<p>10</p>	<p>45</p>	<p>55</p>

<p>Module 4: Confirm customer's orders/bookings.</p> <p>Aim: To develop a competency skill, to enable a planner to confirm ex-factory dates of the new orders /bookings based on the available capability, capacities, and material availability.</p>	<p>LU1- Calculate materials lead time.</p> <p>LU2- Calculate process lead times.</p> <p>LU3- Develop lead time template.</p> <p>LU4- Allocate of customers provided sales plans as per the capabilities.</p> <p>LU5- Prepare TNA (Time and Action plan).</p> <p>LU6- Re-confirm dates.</p> <p>LU7- Follows up marketing for bookings.</p> <p>LU8- Adjust confirms orders in Master Production Plan (MPP).</p>	<p>8</p>	<p>37</p>	<p>45</p>
<p>Module 5: Prepare Master Production Plan</p> <p>Aim: To enable a person to format and maintain Master production plan keeping in view the available capacity, capability and priority.</p>	<p>LU1- Mark priorities as per the required ex-factory dates.</p> <p>LU2- Arrange of the required details e.g., BOM (Bills of Materials) and OB (operations bulletin).</p> <p>LU3- Mark production lines as per the product nature.</p> <p>LU4- Learn Capacity building curve.</p> <p>LU5- Adjust orders as per the accepted and confirmed lead time / template.</p> <p>LU6- Accept time schedule (template) from all stack-holders (customer, production team etc.).</p> <p>LU7- Target to maintain optimum efficiency for the best utilization of resources.</p>	<p>10</p>	<p>70</p>	<p>80</p>

<p>Module 6: Plan Materials Requirement</p> <p>Aim: It will enable one to for the effective planning and control in materials demand and availability.</p>	<p>LU1- Check BOM (bill of materials) received from PD Department</p> <p>LU2- Calculate Lead time for material arrangement</p> <p>LU3- Liaise current status with to PD (Product development) and marketing departments.</p> <p>LU4- Calculate required quantity and time as per requirement.</p> <p>LU5- Correlate materials in house arrival schedule with production input.</p> <p>LU6- Follow up of Purchase to see the status of the demanded materials.</p>	<p>8</p>	<p>47</p>	<p>55</p>
<p>Module 7: Implement Basic Strategies for the Development of a Production Plan</p> <p>Aim: For the development a competency skill in a planner to take action according to the situation.</p>	<p>LU1- Review production planning strategy?</p> <p>LU2- Review Chase strategy, or demand matching strategy.</p> <p>LU3- Analyze Production leveling strategy.</p> <p>LU4- Adopt Sub-contracting Strategy.</p> <p>LU5- Use Hybrid Strategy for production control</p>	<p>8</p>	<p>27</p>	<p>35</p>
<p>Module 8: Maintain Lowest Possible Level of Material Inventories (Control).</p> <p>Aim:</p>	<p>LU1- Prepare Material demand procedure.</p> <p>LU2- Develop Stock reports to control materials requirement activity.</p> <p>LU3- Verify materials flow.</p>	<p>10</p>	<p>40</p>	<p>50</p>

<p>Enable one to control materials stocks for the increase in working capital liquidity.</p>	<p>LU4- Adjust materials according to the requirement.</p> <p>LU5- Implement of first in first out (FIFO).</p> <p>LU6- Maintain store records.</p> <p>LU7- Maintain Suppliers performance data.</p> <p>LU8- Check of PPAC (Purchasing and Production Activity Control).</p>			
<p>Module 9: Control Production W.I .P. (work in process)</p> <p>Aim: Enable one to control work in process as per the through put time.</p>	<p>LU1- Follow up of the issued production plan.</p> <p>LU2- Push production departments to perform as per the lead time.</p> <p>LU3- Maintain of Production activity reports.</p> <p>LU4- Use Pull and Push techniques as required.</p> <p>LU5- Plan revision.</p>	7	33	40
<p>Module 10: Prepare Production Execution Plan</p> <p>Aim: This will enable planner for the issuance of Production Execution Plan for a certain period of time, so production department gets info that what to produce and</p>	<p>LU1- Arrange PPR (pre-production run) meeting with concerned departments.</p> <p>LU2- Arrange production planning hand over meeting before issuance of Production Execution Plan.</p> <p>LU3- Adjust of master production plan (MPP).</p> <p>LU4- Up date top management about process efficiency.</p> <p>LU5- Re-confirm already committed dates.</p> <p>LU6- Revise already issued plans.</p>	10	60	70

when to deliver.	<p>LU7- Issue additional plans.</p> <p>LU8- Anticipate delays to Marketing department and top management.</p> <p>LU9- Control and monitor activities to establish desired production flow.</p>			
<p>Module 11: Plan out sourced or sub-contractors activities.</p> <p>Aim: This will enable planner to take calculated and logical decision for outsourcing and sub-contracting.</p>	<p>LU1- Identify requirement to be out sourced.</p> <p>LU2- Analyse subcontractors as per the required parameters.</p> <p>LU3- Follow up with outsourced factory.</p> <p>LU4- Provide feedback to the sub- contractors.</p> <p>LU5- Maintain performance data of suppliers.</p> <p>LU6- Follow up of materials movement for the services sub-contractors.</p>	5	25	30
<p>Module 12: Plan strategies to remove Bottleneck</p> <p>Aim: This module will develop a competency skill in a planner to analyse hurdles in the process, keeping in view the required product.</p>	<p>LU1- Review and analyse process flow to check expected bottle necks.</p> <p>LU2- Analyse Capacity</p> <p>LU3- Recognize problem.</p> <p>LU4-Make decisions to add new resources for the increase of the existing capabilities.</p> <p>LU5- Decide to add new capabilities.</p> <p>LU6- Decide to go out for a certain capability or capacity.</p>	8	42	50

	<p>LU7- Use Rough cut Capacity Planning for the analysis and identification of bottlenecks.</p>			
<p>Module 13: UseControlling Techniques</p> <p>Aim: Enable planner to update and revise the info as per the actual status for his/her department, top management and stock holders.</p>	<p>LU1- Revise and update of master production plan (MPP) on regular basis.</p> <p>LU2- Follow up and update current status of the Materials Planning.</p> <p>LU3- Issue/Revise/update weekly /fortnightly production plan on time.</p> <p>LU4- Maintain daily production reports for effective follow up.</p> <p>LU5- Maintain confirms orders book status.</p> <p>LU6- Analyse Actual order VS Marketing /sales plan for further working and for the info of the top management.</p> <p>LU7- Perform OTIF analysis.</p> <p>LU8- Analyse Shipment.</p> <p>LU9- Analyse Outsource/Subcontractors performance.</p> <p>LU10- Analyses Materials report for planned VS actual variance calculations.</p> <p>LU11- Analyse Style / product.</p> <p>LU12- Analyse Customer wise orders / styles.</p> <p>LU13- Make Time and action plan (TNA).</p> <p>LU14- Perform CPA (Critical path analysis.)</p>	<p>10</p>	<p>50</p>	<p>60</p>

	LU15- Conduct SWOT (Strengths, weaknesses, opportunities and threats analysis.)			
Module 14: Develop Professionalism. Aim: Enable planner to groom him/ her more professional.	LU1- Arrange interdepartmental training programs. LU2- Arrange Brain storming sessions. LU3- Maintain effective MIS (Management Information System).	10	15	25
Module 15: OHS awareness. Aim: Enable one to contribute for organization's occupational health and safety.	LU1- Learn OHS procedures. LU2- Maintain work place OHS. LU3- Follow up for OHS techniques for work safety. LU4- Equipped to handle emergencies and hazardous.	8	12	20
Module 16: communicate Aim: To develop skill of effective communication with co-workers, top management and subordinates.	LU1- Adopt effective behaviour. LU2- Correct interpretation of instructions. LU3- Prepare easily understandable work related documents.	10	15	25
Module 17: Become a team member. Aim: Become a positive team member for effective	LU1- Express responsible and positive attitude. LU2- Seek assistance from and support to co-workers. LU3- Respect difference of opinion.	10	15	25

working	LU4- Contribute positively in working activities. LU5- Share info. LU6- Supportive to hit defined goals.			
Module 18: Manage Time Aim: Skilled to be a discipline member of the team.	LU1- Follow Time bound activities. LU2- Logical work load management. LU3- Prioritization. LU4- Follow up deadlines. LU5- Assure to achieve targets on time.	10	10	20
Assessment				
Total Hours		160	605	765

Production Planning and Control Curriculum Contents

Module 1 Title: Module 1: Learn PPC essentials.

Objective of the Module: To get understanding of PPC.

Duration: hours 35

Theory: hours 10

Practice: hours 25

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Out line of PPC.	<ul style="list-style-type: none"> Understand about the requirements and general overview of the working of PPC. Able to get clearance about the outline of PPC. 	<ul style="list-style-type: none"> Knowledge of the PPC department hierarchy, functions and objectives at a glance Ability to have clear understanding about PPC. 	5	<ul style="list-style-type: none"> Copy Pencil Eraser Pen 	Classroom / Work Place
LU2- Objectives of PPC.	<ul style="list-style-type: none"> Understand the objectives of PPC. Able to understand about the goals of PPC. 	<ul style="list-style-type: none"> Knowledge of the ultimate targets of the PPC depth. Ability to clear focus mind about the goals of PPC. 	5	<ul style="list-style-type: none"> Copy Pencil Eraser Pen 	Classroom / Work Place
LU3- Garment Production Process awareness.	<ul style="list-style-type: none"> Understands the garment production process and its attributes. Able to identify production process. 	<ul style="list-style-type: none"> Knowledge of the garment production process and its significance. Able to understand production process. 	5	<ul style="list-style-type: none"> Copy Pencil Eraser Pen 	Classroom / Work Place
LU4- communication and info sharing.	<ul style="list-style-type: none"> Understand the role of Communication and info sharing. Able to communicate and share info with 	<ul style="list-style-type: none"> Knowledge to communicate and share info. Ability to understand the requirement of effective 	5	<ul style="list-style-type: none"> Copy Pencil Eraser Pen 	Classroom / Work Place

	concerned departments.	communication and sharing.			
LU5- Functions of PPC.	<ul style="list-style-type: none"> Understand the functionality of PPC. Able to understand functions of PPC. 	<ul style="list-style-type: none"> Knowledge about the functions of PPC and their importance. Ability to understand functions of PPC. 	5	<ul style="list-style-type: none"> Copy Pencil Eraser Pen 	Classroom / Work Place
LU6- Significance of the time in the process of planning.	<ul style="list-style-type: none"> Understand the significance of time management. Able to understand the importance of on time reaction and steps. 	<ul style="list-style-type: none"> Knowledge about the importance of time management. Ability to take effective action on right time. 	5	<ul style="list-style-type: none"> Copy Pencil Eraser Pen 	Classroom / Work Place
LU7- Factors leading to the failure of the planning.	<ul style="list-style-type: none"> Understand the possible causes of the failure of a plan. Able to understand the factors, which can become a cause of planning failure? 	<ul style="list-style-type: none"> Knowledge that which actions and steps can harm output of a plan. Ability to understand the factors of failure of planning. 	5	<ul style="list-style-type: none"> Copy Pencil Eraser Pen 	Classroom / Work Place

Module 2 Title: Recognize Capacity.

Objective of the Module: To get understanding of that what is capacity and how it derived.

Duration: hours 45

Theory: hours 10

Practice: hours 35

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Analyse capacity.	<ul style="list-style-type: none"> Understand the ability of output of a certain process. Able to understand capacity. 	<ul style="list-style-type: none"> Knowledge about that what is a capacity? Ability to know capacity. 	3.21	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace
LU2- Recognize processes to be included in capacity.	<ul style="list-style-type: none"> Understand the processes to be taken in capacity calculations. Able to understand about the process included in capacity. 	<ul style="list-style-type: none"> Knowledge about the process to be included in capacity calculation. Ability to identify the processes, which ultimately results in a certain output. 	3.21	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace
LU3- Develop Liaison with IE department for capacity calculation.	<ul style="list-style-type: none"> Understands the role of IE (industrial engineering) in the process flow and capacity calculation. Able to develop liaison with IE department for getting the SMV about the capacity calculation. 	<ul style="list-style-type: none"> Knowledge and importance to develop liaison with IE and what info is required from IE for Capacity calculation. Ability to develop relation with IE for the right calculation of capacity. 	3.21	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace
LU4- Understand OB (Operations bulletin) from PD.	<ul style="list-style-type: none"> Understand operations sequence through OB. Able to understand 	<ul style="list-style-type: none"> Knowledge of realizing the operations sequence by using OB. 	3.21	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace

	<p>required operations and their sequence in a product.</p>	<ul style="list-style-type: none"> • Ability to use OB for capacity calculation. 			
LU5- Understand SMV, BMV and SAM.	<ul style="list-style-type: none"> • Understands SMV, BMV and SAM with their significance. • Able to realize the concept of SMV, BMV and SAM. 	<ul style="list-style-type: none"> • Knowledge to use SMV, BMV and SAM for the capacity calculation. • Ability to understand SMV, BMV and SAM. 	3.21	<ul style="list-style-type: none"> • Copy • Calculator • Pencil • Eraser • Pen 	Classroom / Workplace
LU6- Understand process flow.	<ul style="list-style-type: none"> • Understand the flow of entire process and sub-processes. • Able to understand the sequence of different processes and operations. 	<ul style="list-style-type: none"> • Knowledge to understand process flow from cut to pack. • Ability to use process flow info for the capacity calculation. 	3.21	<ul style="list-style-type: none"> • Copy • Calculator • Pencil • Eraser • Pen 	Classroom / Workplace
LU7- Identify capacity constraints.	<ul style="list-style-type: none"> • Understands the hurdles and limitations, which can restrict process flow. • Able to identify the hurdles, which can hamper ultimate capacity. 	<ul style="list-style-type: none"> • Knowledge about the possible hurdles during a process, which ultimately effect output. • Ability to realize obstacles in capacity realization. 	3.21	<ul style="list-style-type: none"> • Copy • Calculator • Pencil • Eraser • Pen 	Classroom / Workplace
LU8- Identify idle Capacity.	<ul style="list-style-type: none"> • Understand the concept of Idle Capacity. • Able to identify the idle resources and their possible out put under certain conditions. 	<ul style="list-style-type: none"> • Knowledge to calculate idle capacity. • Ability to work out idle capacity. 	3.21	<ul style="list-style-type: none"> • Copy • Calculator • Pencil • Eraser • Pen 	Classroom / Workplace
LU9- Calculate capacity for various products.	<ul style="list-style-type: none"> • Understands that how to calculate output of different products by 	<ul style="list-style-type: none"> • Knowledge of use of the info provided by IE and PD for the 	3.21	<ul style="list-style-type: none"> • Copy • Calculator • Pencil 	Classroom / Workplace

	<ul style="list-style-type: none"> using IE and PD info. Able to calculate multiple products' capacity. 	<ul style="list-style-type: none"> calculation of various products. Ability to determine capacity calculations for various products. 		<ul style="list-style-type: none"> Eraser Pen 	
LU10- Estimate logically.	<ul style="list-style-type: none"> Understand the impression of logical estimation. Able to estimate output with right calculations and considering process limitations. 	<ul style="list-style-type: none"> Knowledge of the concept of logical estimation. Ability to work out correctly. 	3.21	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace
LU11- Calculate capacity based on Over time (OT).	<ul style="list-style-type: none"> Understands that how to calculate capacity over the actual working time considering OT. Able to calculate capacities based on OT. 	<ul style="list-style-type: none"> Knowledge to work out capacity in OT. Ability to realize OT based capacities. 	3.21	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace
LU12- Calculate capacity of subcontracting time.	<ul style="list-style-type: none"> Understand to measures Capacity based on subcontracting time. Able to calculate capacity by adding subcontractors' capacity. 	<ul style="list-style-type: none"> Knowledge to calculate capacity, based on sub-contractors. Ability to determine subcontractors' capacity and its usage along with the in house capacity. 	3.21	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace
LU13- Get concept Priority and Capacity relationship.	<ul style="list-style-type: none"> Understands that how to synchronize and plan demands with the available capacity. Able to recognize priority and capacity relationship. 	<ul style="list-style-type: none"> Knowledge of adjustments of priorities with available capacities. Ability to identify the relationship of priority 	3.21	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace

		and capacity.			
LU14- Understand factors of Production.	<ul style="list-style-type: none"> • Understand factors of production. • Able to understand the role and how factors of production can affect capacity. 	<ul style="list-style-type: none"> • Knowledge to understand the role of factors of production. • Ability to recognize the impact of factors of production. 	3.21	<ul style="list-style-type: none"> • Copy • Calculator • Pencil • Eraser • Pen 	Classroom / Workplace

Module 3 Title: Reorganize and allocate available capabilities.

Objective of the Module: To get understanding that how one can become proactive for the allocation of available capabilities and to re-sequence them for the better utilization.

Duration: hours 55

Theory: hours 10

Practice: hours 45

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Realize concept of capability.	<ul style="list-style-type: none"> Understand the concept of capability. Able to realize the concept of capability. 	<ul style="list-style-type: none"> Knowledge about the concept of capability. Ability to understand the theory of capability. 	6.11	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace
LU2- Identify capabilities.	<ul style="list-style-type: none"> Understand that how to identify capability. Able to find out that how to identify required capabilities for a specific process. 	<ul style="list-style-type: none"> Knowledge to identify capability. Ability to recognize and grade capability to perform a specific task. 	6.11	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace
LU3- Understand required operational sequence.	<ul style="list-style-type: none"> Understand and able to analyze the right sequence of operations. Able to recognize operations sequence and its importance. 	<ul style="list-style-type: none"> Knowledge to make the operational activities in sequence for a certain process. Ability to identify operations' sequence and its prominence. 	6.11	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace
LU4- Develop coordination with Production and IE departments.	<ul style="list-style-type: none"> Understand the significance of coordination with production and IE departments for realization of available and required capabilities. Able to coordinate effectively with the co-departments especially with Production, PD and 	<ul style="list-style-type: none"> Knowledge to understand the importance of coordination with production and IE for capability awareness. Ability to recognize, identify and need for the enhancements of capabilities. 	6.11	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace

	IE for the identification, enhancement and development of capabilities.				
LU5- Develop available capabilities up to the required level.	<ul style="list-style-type: none"> Understand that when we need to enhance, subcontract an ability for specific product/s. Able to decide that when a specific ability is required 	<ul style="list-style-type: none"> Knowledge of available capacities and when these are required to enhance. Ability to take action for the arrangement and enhancement of capabilities. 	6.11	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace
LU6- Forecast and identify the future requirements.	<ul style="list-style-type: none"> Understands that how to forecast and identify the required capabilities in future. Able to determine the requirements for the future keeping in view the company's Strategic Business Sales Plan and projection provided by the Marketing /Sales department. 	<ul style="list-style-type: none"> Knowledge of forecasting and recognition of required capabilities keeping I view the plan. Ability work out the required or increase in the capabilities as per the SBP and Marketing/Sales projections. 	6.11	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace
LU7- Analyses feedback for the management.	<ul style="list-style-type: none"> Understand the SBP and marketing /Sales projection and provide feedback to the management for the required or enhance able capabilities. Able to analyze and create reports to provide feedback to the management. 	<ul style="list-style-type: none"> Knowledge of doing analysis, for the management, that how to identify the requirement of certain capabilities. Ability to report analysis to the management about the requirements of capability 	6.11	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace

		enhancement and new capability.			
LU8- Identify outsourcing/subcontracting capabilities.	<ul style="list-style-type: none"> Understand the need of required capabilities and identify subcontractors in this regard. Able to analyze the capabilities available with sub-contractors. 	<ul style="list-style-type: none"> Knowledge to identify the required capability in subcontractors. Ability to identify the capabilities of the sub-contractors as per the required plan. 	6.11	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace
LU9- Usage of forecasting techniques.	<ul style="list-style-type: none"> Understand and use the forecasting techniques for better analysis. Able to conduct forecasting techniques. 	<ul style="list-style-type: none"> Knowledge of using the forecasting techniques. Ability use forecasting techniques for effective and better decision making. 	6.11	<ul style="list-style-type: none"> Copy Calculator Pencil Eraser Pen 	Classroom / Workplace

Module 4 Title: Confirm customer's orders/bookings.

Objective of the Module: To get understanding for a planner to confirm ex-factory dates of the new orders /bookings based on the available capabilities, capacities, and material availability.

Duration: hours 45

Theory: hours 10

Practice: hours 35

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Calculate materials lead time.	<ul style="list-style-type: none"> Understand the method of lead-time calculation. Able to define and calculate materials availability lead times. 	<ul style="list-style-type: none"> Knowledge that how to calculate materials lead-time. Ability to recognize that how much time is required for the arrangement of materials. 	5.62	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU2- Calculate process lead times.	<ul style="list-style-type: none"> Understand that how much time a certain process needs and what will be the completion time of a standard order. Able to work out process lead-time based on logical calculations. 	<ul style="list-style-type: none"> Knowledge of using the IE and PD info for the calculation of lead times. Ability to calculate process lead time based on the time studies results provided by IE and operations sequence provided by PD. 	5.62	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU3- Develop lead time template.	<ul style="list-style-type: none"> Understand the importance of lead-time template. Able to develop the lead-time template for a certain product keeping in view the materials, outsourcing and in house processes times. 	<ul style="list-style-type: none"> Knowledge to develop lead-time template. Ability to identify the proper sequence of activities to develop lead-time template for a certain product. 	5.62	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU4- Allocate customers provided sales	<ul style="list-style-type: none"> Understand the requirement /s of customer priorities and 	<ul style="list-style-type: none"> Knowledge to allocate priorities in the specific 	5.62	<ul style="list-style-type: none"> Copy Calculator Computer 	Classroom / Workplace

plans.	<p>able to allocate in appropriate (capable) production lines as per the required capacities.</p> <ul style="list-style-type: none"> • Able to allocate products in the sales plan in the specific lines. 	<p>production flow.</p> <ul style="list-style-type: none"> • Ability to allocate and align style wise products in the concerned lines. 		<ul style="list-style-type: none"> • Pencil • Eraser • Pen 	
LU5- Prepare TNA (Time and Action plan).	<ul style="list-style-type: none"> • Understand that how to prepare TNA. • Able to prepare Time and Action plan keeping in view the specified lead times. 	<ul style="list-style-type: none"> • Knowledge of making TNA. • Able to prepare TNA for a specific product and quantity. 	5.62	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU6- Re-confirm already confirmed dates.	<ul style="list-style-type: none"> • Understands that if priorities are getting late/early than inform Marketing deptt well in advance. • Able to decide and inform the about the re-confirmation of the already confirm dates. 	<ul style="list-style-type: none"> • Knowledge to recognize delay or early delivery issues and informs marketing deptt for the new date/s. • Ability to critically analyze the process status and if finds that it is not performing as per plan than inform marketing/sales department about the new delivery dates. 	5.62	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU7- Follow up marketing for bookings.	<ul style="list-style-type: none"> • Understand the significance of marketing follow up for the confirmation of booked orders. • Able to follow marketing 	<ul style="list-style-type: none"> • Knowledge to follow up marketing/sales department for the endorsement of booked orders. • Ability to analyze 	5.62	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace

	for the maturation of the booked quantities.	bookings and requirement that when go ahead, to activate an order, is required.			
LU8- Adjust confirms orders in Master Production Plan (MPP).	<ul style="list-style-type: none"> • Understand to adjust confirmed and non-confirmed order/booking and projections in MPP. • Able to regulate confirms orders in MPP time to time. 	<ul style="list-style-type: none"> • Knowledge that how to adjust confirm and non-confirm orders in the MPP. • Ability of adjustment of confirms orders in MPP as per the situations. 	5.62	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace

Module 5 Title: Develop Master Production Plan

Objective of the Module: To get understanding of designing, formatting and maintain Master production plan keeping in view the available capacity, capability and priority.

Duration: hours

80

Theory: hours

10

Practice: hours

70

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Mark priorities as per the required ex-factory dates.	<ul style="list-style-type: none">Understand that how to mark priorities keeping in view the required ex-factory dates.Able to give sequence to the priorities as per their requirement.	<ul style="list-style-type: none">Knowledge of making sequence of priorities according to the confirmed ex-factory date.Ability to arrange urgencies as per their significance.	11.42	<ul style="list-style-type: none">CopyCalculatorComputerPencilEraserPen	Classroom / Workplace
LU2- Arrange the required details e.g., BOM (Bills of Materials) and OB (operations bulletin).	<ul style="list-style-type: none">Understand the requirement and ways to arrange BOM and OB.Able to understand that how and when BOM and OB is required.	<ul style="list-style-type: none">Knowledge to get BOM and OB as per the requirement.Ability to identify the requirement of BOM and OB for on time planning.	11.42	<ul style="list-style-type: none">CopyCalculatorComputerPencilEraserPen	Classroom / Workplace
LU3- Mark production lines as per the product nature.	<ul style="list-style-type: none">Understand that which production line or process is required for a certain product.Able to place orders in the process as per their nature.	<ul style="list-style-type: none">Knowledge about the available capabilities and capacities for a certain product.Ability to mark products as per their nature.	11.42	<ul style="list-style-type: none">CopyCalculatorComputerPencilEraserPen	Classroom / Workplace
LU4- Learn Capacity building curve.	<ul style="list-style-type: none">Understand that how a capacity gets built.Able to learn that how capacity can be build and how much time it will require.	<ul style="list-style-type: none">Knowledge to analyze and assess capacity building.Ability to learn, assess and plan new capacities and their required time for attaining a certain	11.42	<ul style="list-style-type: none">CopyCalculatorComputerPencilEraserPen	Classroom / Workplace

		level of output.			
LU5- Adjust orders as per the accepted and confirmed lead time / template.	<ul style="list-style-type: none"> Understand that how to adjust orders in the plan as per the lead-time to achieve the confirmed ex-factory dates. Able to mark/book orders as per the agreed time with the customer. 	<ul style="list-style-type: none"> Knowledge to adjust orders as the lead-time. Ability to adjust orders in the process as per the agreed lead-time with the customer. 	11.42	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU6- Get acceptance of confirmed lead times templates from all stakeholders.	<ul style="list-style-type: none"> Understand the importance of getting confirmations from all concerns on lead times. Able to coordinate with all stockholders for the unanimous understanding about the agreed lead-time. 	<ul style="list-style-type: none"> Knowledge to have agreement from all concerns on lead times. Ability to convince co-departments for having common understanding about the lead-time templates. 	11.42	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU7- Target to maintain optimum efficiency for the best utilization of resources.	<ul style="list-style-type: none"> Understand the way for the best utilization of resources for having optimum output. Able to plan resources in the best way to get optimum efficiency of all available resources. 	<ul style="list-style-type: none"> Knowledge of planning the available resources at their best. Ability to plan resources at their best. 	11.42	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace

Module 6 Title: Plan Materials Requirement

Objective of the Module: To get understanding for the effective planning and control in materials demand and availability.

Duration: hours 55

Theory: hours 10

Practice: hours 45

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Understand BOM (bill of materials).	<ul style="list-style-type: none"> Understands BOM. Able to recognize the materials mentioned in a BOM. 	<ul style="list-style-type: none"> Knowledge of materials required for a certain product. Ability to identify materials marked in a BOM. 	9.16	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU2- Calculate Lead time for the arrangement of materials.	<ul style="list-style-type: none"> Understand the importance of lead-time calculation in arrangement of materials as per BOM. Able to understand that how much lead-time is required for the arrangement of a material. 	<ul style="list-style-type: none"> Knowledge to raise demand as per the lead-time to control purchase activity. Ability to calculate lead-time of every material to plan demand. 	9.16	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU3- Develop liaison with PD (Product development) and marketing departments.	<ul style="list-style-type: none"> Understand the need of effective liaison with PD and marketing departments for understanding and development of new materials. Able to follow up and coordinate with Marketing and PD the development of products and materials. 	<ul style="list-style-type: none"> Knowledge to understand the requirement of new materials and their development by coordinating with PD and marketing. Ability to get close coordination with marketing and PD for having awareness about the new products and materials. 	9.16	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU4- Calculate	<ul style="list-style-type: none"> Understand the way to 	<ul style="list-style-type: none"> Knowledge to 	9.16	<ul style="list-style-type: none"> Copy 	Classroom /

required qty and time as per requirement.	<p>calculate actual demand and its arrival time.</p> <ul style="list-style-type: none"> • Able to calculate the required qty as per the customer PO and wastage allowances and the expected time of arrival. 	<p>calculate correct demand keeping in view all the stocks in hand and wastages.</p> <ul style="list-style-type: none"> • Ability to calculate exact demand and its arrival time. 		<ul style="list-style-type: none"> • Calculator • Computer • Pencil • Eraser • Pen 	Workplace
LU5- Correlate materials in house timings with production input.	<ul style="list-style-type: none"> • Understand that how to plan arrival date of a material at the time of requirement for production. • Able to correlate required timings and materials delivery timings efficiently to control inventory levels. 	<ul style="list-style-type: none"> • Ability to plan material arrival dates as per the required time in production. • Ability to arrange materials parallel to its requirement in process. 	9.16	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU6- Follow up Purchase to see the status of the demanded materials.	<ul style="list-style-type: none"> • Understand the necessity of following up purchase department to make sure the on time delivery of materials. • Able follow up purchase for the update of demanded materials status. 	<ul style="list-style-type: none"> • Knowledge that how to follow up and coordinate with the purchase department to ensure materials in house dates. • Ability to get updated status of demanded materials to make sure on time delivery. 	9.16	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace

Module 7 Title: Implement Basic Strategies for the Development of a Production Plan.

Objective of the Module: To get understanding and develop a competency skill in a planner to take action according to the situation.

Duration: hours 25

Theory: hours 10

Practice: hours 15

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- What is a strategy?	<ul style="list-style-type: none"> Understand that what is a strategy and why it needs and when to adopt. Able to understand tactics for concealing issues. 	<ul style="list-style-type: none"> Knowledge to understand working strategies. Ability to use tactics in handling the routine working. 	5	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU2- Use Chase strategy, or demand matching strategy.	<ul style="list-style-type: none"> Understand the theme and effectiveness of Chase strategy. Able to understand when to use Chase or demand matching strategy. 	<ul style="list-style-type: none"> Knowledge to use Chase strategy. Ability to use chase strategy as per the requirement. 	5	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU3- Production leveling strategy.	<ul style="list-style-type: none"> Understand the production leveling strategy. Able to use Production leveling strategy 	<ul style="list-style-type: none"> Knowledge that when to use production leveling strategy. Ability to decides that when to use production leveling strategy. 	5	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU4- Sub-contracting Strategy.	<ul style="list-style-type: none"> Understands the significance of sub-contracting strategy. Able to understand sub-contracting strategy. 	<ul style="list-style-type: none"> Knowledge of using sub-contracting strategy as per the requirement. Ability to use sub-contracting strategy. 	5	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace

LU5- Hybrid Strategy.	<ul style="list-style-type: none"> • Understand the concept of hybrid strategy. • Able to use multiple strategies at once. 	<ul style="list-style-type: none"> • Knowledge to use multiple (Hybrid) strategy as per requirement. • Ability to use mix strategies as per requirements. 	<p style="text-align: center;">5</p>	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	<p style="text-align: center;">Classroom / Workplace</p>
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Module 8 Title: Maintain Lowest Possible Level of Material Inventories (Control).

Objective of the Module: To get understanding of controlling materials stocks for the increase in working capital liquidity.

Duration: hours 50 Theory: hours 10 Practice: hours 40

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Define Materials demand procedure.	<ul style="list-style-type: none"> Understands materials demand procedures. Able to understand and follow demand procedure. 	<ul style="list-style-type: none"> Knowledge to raise a demands in a discipline way. Ability to follow company's defined way of raising demands. 	6.25	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU2- Develop Stocks reports to control materials requirement activity.	<ul style="list-style-type: none"> Understand that how to develop stock reports for better control over materials purchase. Able to develop stocks report for the effective control on materials stocks and utilization. 	<ul style="list-style-type: none"> Knowledge to make effective control over the materials requirements by using updated stock reports. Ability to develop Stock control reports for the effective utilization. 	6.25	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU3- Verify materials flow.	<ul style="list-style-type: none"> Understand that how to verify materials flow. Able to verify materials flow for effective control of stocks. 	<ul style="list-style-type: none"> Ability to develop procedure/s for the verification of materials flow. Ability validates materials flow by doing follow up to update incoming materials status and the materials in hand status. 	6.25	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU4- Adjust	<ul style="list-style-type: none"> Understand that how to 	<ul style="list-style-type: none"> Knowledge to adjust 	6.25	<ul style="list-style-type: none"> Copy 	Classroom /

materials according to the requirement.	<p>adjust the available materials at the time of new requirement.</p> <ul style="list-style-type: none"> • Able to adjust available materials in the new demands. 	<p>materials as per the requirement.</p> <ul style="list-style-type: none"> • Ability to adjust materials as per demands for the effective control. 		<ul style="list-style-type: none"> • Calculator • Computer • Pencil • Eraser • Pen 	Workplace
LU5- Implement FIFO.	<ul style="list-style-type: none"> • Understand FIFO. • Able to apply the concept of FIFO. 	<ul style="list-style-type: none"> • Knowledge of effective usage of FIFO. • Ability to use FIFO effectively for controlling materials stocks. 	6.25	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU6- Maintain store records.	<ul style="list-style-type: none"> • Understand the importance to keep materials records update. • Able to maintain stock records. 	<ul style="list-style-type: none"> • Knowledge the effectiveness of the maintenance of store records frequently. • Ability to maintain and update store records on routine basis. 	6.25	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU7- Maintain Suppliers performance data.	<ul style="list-style-type: none"> • Understand the need to maintain suppliers' performance records for the future decision-making. • Able to maintain suppliers' performance data to give them feedback for the improvement and for the internal decision making regarding filtering and addition of new suppliers. 	<ul style="list-style-type: none"> • Knowledge that how to maintain and analyses suppliers performances. • Ability to update performance data of suppliers to provide effective advice for betterment as well as for internal decision making of staining unreliable suppliers. 	6.25	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace

<p>LU8- Get awareness of PPAC (Purchasing and Production Activity Control).</p>	<ul style="list-style-type: none"> • Understand the relation of PPAC. • Able to understand PPAC relation. 	<ul style="list-style-type: none"> • Knowledge of the importance of PPAC and its effect on the delivery of orders as per the schedule. • Ability to maintain Purchasing and production activity control for the effective control over purchases and inputs. 	<p>6.25</p>		<p>Classroom / Workplace</p>
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Module 9 Title: Control Production W.I .P. (work in process)

Objective of the Module: To get understanding of controlling work in process as per the through put time.

Duration: hours 50 Theory: hours 15 Practice: hours 35

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Follow up of the issued production plans.	<ul style="list-style-type: none"> Understand the way and importance to follow issued production plan. Able to follow up issued production plans. 	<ul style="list-style-type: none"> Knowledge that how to follow issued production plans. Ability to follow up issued production plans to see their performance. 	10	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU2- Push production departments to perform as per the lead time.	<ul style="list-style-type: none"> Understand the need to push production departments for maintaining the required performance. Able to push production departments for the fulfillment of issued plan well in time. 	<ul style="list-style-type: none"> Knowledge that how to push production processes for the required output. Ability to push production department/s for the success of the issued production plans. 	10	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU3- Maintain Production activity reports.	<ul style="list-style-type: none"> Understand to maintain production reports and their importance. Able to format and make system to develop Production activity reports. 	<ul style="list-style-type: none"> Knowledge of the maintenance of the production activity reports to get updated status at a glance. Ability to maintain production activity reports as per the requirement. 	10	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace

LU4- Use Pull and Push techniques.	<ul style="list-style-type: none"> • Understand the Push and Pull techniques. • Able to use pull and push techniques as per the requirement. 	<ul style="list-style-type: none"> • Knowledge that how to use Push and Pull techniques. • Ability to use push and pull tactics effectively and on the right time. 	<p style="text-align: center;">10</p>	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	<p style="text-align: center;">Classroom / Workplace</p>
LU5- Revise Plans.	<ul style="list-style-type: none"> • Understand the requirement to revise plans for an updated working schedule. • Able to judge the time for the plan revision. 	<ul style="list-style-type: none"> • Knowledge to decide and revise plans as per the requirements. • Ability to revise plan when required. 	<p style="text-align: center;">10</p>	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	<p style="text-align: center;">Classroom / Workplace</p>

Module 10 Title: Prepare Production Execution Plan

Objective of the Module: To understand of the issuance of Production Execution Plan for a certain period of time, so production department gets info that what to produce and when to deliver.

Duration: hours 70

Theory: hours 10

Practice: hours 60

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Arrange PPR (pre-production run) meeting with the concerned departments.	<ul style="list-style-type: none"> • Understand the significance and importance of pre-PPR meeting. • Able to arrange preproduction meetings with production concerned departments before cutting of a new order/style. 	<ul style="list-style-type: none"> • Knowledge to identify the need of the arrangement of pre PPR meeting with the coordination of all concerned departments. • Ability to plan and address preproduction meetings withall concern departments before cutting of a new order/style. 	7.77	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU2- Arrange production planning hand over meeting before issuance of Production Execution Plan.	<ul style="list-style-type: none"> • Understand the importance of discussion and agreement before issuance of a new plan. • Able to arrange and handle pre plan issuance meeting with all stack holders. 	<ul style="list-style-type: none"> • Knowledge of importance of pre-production plan issuance meeting. • Ability to conduct a meeting and discuss concerns regarding the already issued plan and for the issuance of new weekly/fortnightly/additi onal plan. 	7.77	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU3- Adjust MPP.	<ul style="list-style-type: none"> • Understand that how and when to adjust MPP and highlight factors, which cause this change. 	<ul style="list-style-type: none"> • Knowledge that how and when to adjust MPP. 	7.77	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser 	Classroom / Workplace

	<ul style="list-style-type: none"> • Able to adjust MPP after adjustment of the production execution plan. 	<ul style="list-style-type: none"> • Ability to sense that when MPP is required to adjust. 		<ul style="list-style-type: none"> • Pen 	
LU4- Up date top management about process efficiency.	<ul style="list-style-type: none"> • Understand the need to update management; that process is working efficiently enough and achieving the targets mentioned in the SBP or not. • Able to arrange data to update management about the process efficiency. 	<ul style="list-style-type: none"> • Knowledge to develop such reports, which ultimately update the top management to measure process efficiency with the SBP targets. • Ability to develop and maintain data to provide feedback to the management about the process productivity. 	7.77	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU5- Re-confirm already committed dates.	<ul style="list-style-type: none"> • Understand the way and reasons to re-confirm those dates which are getting late due to certain issues. • Able to reconfirm the already confirm dates due to change in status. 	<ul style="list-style-type: none"> • Knowledge of way to re arrange the orders sequence and re confirmation of the ex-factory dates if required. • Ability to assess the delay in process ; and able to inform marketing/sales department about the change in delivery date/s. 	7.77	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU6- Revise already issued plans.	<ul style="list-style-type: none"> • Understand the need to revise/adjust already issued plan. • Able to assess the plan status and revise by adding or subtracting orders. 	<ul style="list-style-type: none"> • Knowledge that how to adjust already issued plan. • Ability to judge the issued plan standing and issue revision by adjustment of orders. 	7.77	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace

<p>LU7- Issue additional plans.</p>	<ul style="list-style-type: none"> • Understand when to issue an additional plan to support production process. • Able to issue additional plan/s in case of less/delayed clearances of orders. 	<ul style="list-style-type: none"> • Knowledge of analyzing the situation and making decision for the issuance of an additional plan. • Ability to issue additional plans for feeding the process without gap. 	<p>7.77</p>	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	<p>Classroom / Workplace</p>
<p>LU8- Anticipate delays to Marketing department and top management.</p>	<ul style="list-style-type: none"> • Understand the importance of updates for marketing and management about delays. • Able to assess and develop reports of expected delays in the running orders from the production or services departments and in confirm orders from marketing to marketing as well as the top management. 	<ul style="list-style-type: none"> • Knowledge to update marketing and management about the expected delays. • Ability to provide feedback to the marketing and the top management about the delay in the confirm orders and delay in receiving confirm orders from marketing. 	<p>7.77</p>	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	<p>Classroom / Workplace</p>
<p>LU9- Establish desired production flow.</p>	<ul style="list-style-type: none"> • Understand to perform such activities which ultimate lead co-departments to achieve the desired production flow. • Able to activate co-departments to achieve the desired production flow. 	<ul style="list-style-type: none"> • Knowledge that how to motivate production and services departments to attain the required production flow. • Ability to energize co-departments to make sure to maintain the desired production flow. 	<p>7.77</p>	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	<p>Classroom / Workplace</p>

Module 11 Title: Plan out sourced or Sub contractor’s activities.

Objective of the Module: To get understanding that how to take calculated and logical decision for outsourcing and sub-contracting.

Duration: hours 30

Theory: hours5

Practice: hours25

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Identify the requirement to be out sourced.	<ul style="list-style-type: none"> • Understand that what need to go for outsource to support production flow. • Able to identify the need for out sourcing. 	<ul style="list-style-type: none"> • Knowledge to decide the processes, which need to be outsourced. • Ability to plan outsource capacities for the achieving the target plans. 	5	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU2- Analyse subcontractors as per the required parameters.	<ul style="list-style-type: none"> • Understand the importance of analyzing sub-contractors for their performance. • Able to gather data to update management and sub-contractors as well about the performance of sub-contractors. 	<ul style="list-style-type: none"> • Knowledge of doing sub-contractors performance analysis as per the agreed and required parameters. • Ability to update data and provide feedback about the performance of sub-contractors to the management. 	5	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU3- Follow up.	<ul style="list-style-type: none"> • Understand that how to follow up sub-contractors to make sure the on time availability of required materials/services. • Able to follow up sub-contractors for the in time availability of the 	<ul style="list-style-type: none"> • Knowledge that how to follow up sub-contractors to align them. • Ability to follow up sub-contractors to make sure on time availability as per the plan. 	5	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace

	finished or semi-finished materials as per the plan.				
LU4- Provide feedback to the sub- contractors.	<ul style="list-style-type: none"> Understand the need and importance to update sub-contractors about their performance. Able to forward the performance data of the sub-contractors to make them efficient and for their further development. 	<ul style="list-style-type: none"> Knowledge that how to provide feedback to sub-contractors. Ability to update subcontractors about their performance and weak areas for further improvement. 	5	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU5- Maintain performance data of suppliers.	<ul style="list-style-type: none"> Understand to maintain performance data of suppliers to rate them. Able to maintain performance data base of sub-contractors. 	<ul style="list-style-type: none"> Knowledge to rate performance of the suppliers and maintain data in presentable form. Ability to develop performance data base of sub-contractors. 	5	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU6- Follow up of materials movement for the services sub-contractors.	<ul style="list-style-type: none"> Understands the importance to make sure on time materials movement to the sub-contractors. Able to define procedures and follow-up effectively to make sure the materials to the sub-contractors on time. 	<ul style="list-style-type: none"> Knowledge of making sure on time availability of materials for subcontractors by following up the concerns. Ability to push and follow up the concerned departments to make sure the materials movement to the suppliers as per the plan. 	5	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace

Module 12 Title: Plan strategies to remove bottleneck

Objective of the Module: To get understanding that how to analyse and identify hurdles in the process, keeping in view the required product.

Duration: hours 50

Theory: hours 10

Practice: hours 40

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Be aware about the process flow.	<ul style="list-style-type: none"> Understand the process flow with operational capacity. Able to realize process flow with its operational capacity. 	<ul style="list-style-type: none"> Knowledge of process flow for identifying available capability and capacity per operation. Ability to be well aware about the process flow and it's prone and cons. 	7.14	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU2- Capacity analysis.	<ul style="list-style-type: none"> Understand the ways to do capacity analysis in respect of bottle neck issues. Able to do capacity analysis keeping in view the SBP and marketing projections. 	<ul style="list-style-type: none"> Knowledge of handling capacity issues with respect to bottlenecks identification. Ability to analyze available capacity in compare with SBP and marketing projections; so one can find out the expected bottlenecks. 	7.14	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU3- Recognize problems.	<ul style="list-style-type: none"> Understand and recognize the hurdles which will affect targeted output. Ability to diagnose a problem based on the available data. 	<ul style="list-style-type: none"> Knowledge of recognizing problems effecting capacity. Ability to recognize the hurdles causing delays or reduction in achieving the required capacity level. 	7.14	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU4- Make decisions to add	<ul style="list-style-type: none"> Understands the requirement of 	<ul style="list-style-type: none"> Knowledge to determine the new 	7.14	<ul style="list-style-type: none"> Copy Calculator 	Classroom / Workplace

new resources for the increase in the existing capabilities.	<p>increase in the available capabilities.</p> <ul style="list-style-type: none"> • Able to take decisions based on the analysis for the enhancement of a capability which ultimately effect capacity. 	<p>requirements in the existing capabilities.</p> <ul style="list-style-type: none"> • Ability of decision making via analysis for capabilities and capacities. 		<ul style="list-style-type: none"> • Computer • Pencil • Eraser • Pen 	
LU5- Make decisions to add new capabilities.	<ul style="list-style-type: none"> • Understand that when to take decision for the addition of new capabilities. • Able to decide that what new capabilities are essential to add in the existing process. 	<ul style="list-style-type: none"> • Knowledge of identifying the requirement of new capabilities and the time when required. • Ability to recognize and decide to new capabilities. 	7.14	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU6- Make decisions to go out for a certain capability or capacity.	<ul style="list-style-type: none"> • Understand that what capabilities or capacities need to establish out sources. • Able to decide that which capacity or capability can be planned outside to avoid bottlenecks and achieve the targeted goals. 	<ul style="list-style-type: none"> • Knowledge to decide to go out to source certain capabilities or capacities. • Ability to decide for out sourcing regarding specific capability or capacity which ultimately creates bottle neck in achieving the required target. 	7.14	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU7- Use Rough cut Capacity Planning for the analysis and identification of bottlenecks.	<ul style="list-style-type: none"> • Understands and analyzes the role of rough cut planning for the identification of capacity/capability bottlenecks. • Able to use rough cut capacity to analyze and identify bottlenecks. 	<ul style="list-style-type: none"> • Knowledge of analyzing rough cut capacity planning for the identification of bottlenecks. • Ability to use rough cut capacity planning for the analysis and realization of bottlenecks. 	7.14	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace

Module 13 Title: Use Controlling Techniques

Objective of the Module: To get understanding that how to update and revise the info as per the actual status for the department, top management and stock holders.

Duration: hours 60

Theory: hours 10

Practice: hours 50

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Revise and update master production plan (MPP) on regular basis.	<ul style="list-style-type: none"> Understand the importance to update MPP. Able to maintain MPP on regular basis to have updated status. 	<ul style="list-style-type: none"> Knowledge that how to revise and update MPP for the better update. Ability to make MPP updated to with regular intervals. 	5	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU2- Follow up and update current status of the Materials Planning.	<ul style="list-style-type: none"> Understand that how to follow up and maintain demanded materials status Able to follow up and update materials planning status. 	<ul style="list-style-type: none"> Knowledge of following up and updating the planned materials status to right action on the right time. Ability to do effective follow up of materials planning and update its status for right decisions making on the right time. 	5	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace
LU3- Issue/Revise/update weekly /fortnightly production plan on time.	<ul style="list-style-type: none"> Understands the production plan issuance and revision keeping in view the process status. Able to issue production plan as per the requirement and decided time. 	<ul style="list-style-type: none"> Knowledge to take decision and maintain discipline working. Ability to maintain the frequency of plan issuance as per the given schedules. 	5	<ul style="list-style-type: none"> Copy Calculator Computer Pencil Eraser Pen 	Classroom / Workplace

LU4- Maintain daily production reports for effective follow up.	<ul style="list-style-type: none"> • Understands that how to do an organized maintenance and reaction over the daily production reports. • Able to maintain Daily production reports to follow up issued production execution plan status. 	<ul style="list-style-type: none"> • Knowledge to publish daily production status on time and react effectively. • Ability to make follow up and daily production reports disciplined. 	<p>5</p>	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	<p>Classroom / Workplace</p>
LU5- Maintain confirms orders' book status.	<ul style="list-style-type: none"> • Understand the importance to maintain confirm orders' book. • Able to maintain the confirm orders status on regular basis. 	<ul style="list-style-type: none"> • Knowledge that how to maintain confirm orders' book. • Ability to organize confirms booking status on regular basis. 	<p>5</p>	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	<p>Classroom / Workplace</p>
LU6- Analyse actual orders VS Marketing /sales projections for further working and for the info of the top management.	<ul style="list-style-type: none"> • Understands the use of actual receiving of orders VS projections analysis for taking decision incase actual is greater than the projection or vice versa and provide feedback to the management as well. • Able to conduct actual orders VS Marketing /sales projections analysis to provide feedback to the management. 	<ul style="list-style-type: none"> • Knowledge of conducting and presenting data of the variance analysis of the projections VS actual received orders. • Ability to conduct Actual orders VS marketing /sales projection analysis. 	<p>5</p>	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	<p>Classroom / Workplace</p>
LU7- Perform OTIF (On Time In Full) analysis.	<ul style="list-style-type: none"> • Understand that how to maintain and perform OTIF. 	<ul style="list-style-type: none"> • Knowledge to maintain OTIF analysis for the development of data to rate performance level. 	<p>5</p>	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil 	<p>Classroom / Workplace</p>

	<ul style="list-style-type: none"> • Able to perform OTIF analysis. 	<ul style="list-style-type: none"> • Ability to gather data and analyze OTIF with all reasons. 		<ul style="list-style-type: none"> • Eraser • Pen 	
LU8- Shipment analysis.	<ul style="list-style-type: none"> • Understand that how to conduct shipment analysis in term of delays/shortage/excess/change of mode of shipment. • Able to perform shipped orders analysis. 	<ul style="list-style-type: none"> • Knowledge to maintain data to be analyzed for the shipment analysis. • Ability to do shipment analysis to make the data base the reasons of short /less shipments. 	5	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU9- Outsource/Subcontractors performance analysis.	<ul style="list-style-type: none"> • Understands the benefit of outsource/subcontractors performance analysis for effective decision making. • Able to arrange data to rate and analyses performance of outsource and subcontractors. 	<ul style="list-style-type: none"> • Knowledge that how and why to perform such analysis. • Ability to maintain performance data of suppliers and subcontractors. 	5	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU10- Analyse materials report for planned VS actual variance calculations.	<ul style="list-style-type: none"> • Understand to analyses the actual issuance of materials as compare to the planned. • Able to do the materials analysis for the issuance of planned and actual issuance. 	<ul style="list-style-type: none"> • Knowledge of analyzing the planned VS actual issuance of materials. • Ability to analyses planned VS actual materials issuance to dig out the reasons of wastes. 	5	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU11- Conduct Style / product	<ul style="list-style-type: none"> • Understands the significance of style 	<ul style="list-style-type: none"> • Knowledge that how why to perform such 	5	<ul style="list-style-type: none"> • Copy • Calculator 	Classroom / Workplace

analysis.	<p>/product analysis with regular intervals to measure performance level.</p> <ul style="list-style-type: none"> • Able to analyses style/product booking month/quarter/year wise etc. 	<p>analysis.</p> <ul style="list-style-type: none"> • Ability to analyses style /product flow in respect to the time. 		<ul style="list-style-type: none"> • Computer • Pencil • Eraser • Pen 	
LU12- Customer wise orders / styles analysis.	<ul style="list-style-type: none"> • Understand the importance of customer wise contribution of orders qty and styles. • Able to accomplish customer wise orders and styles analysis to develop data that how much a customer is sharing in term of qty and style. 	<ul style="list-style-type: none"> • Knowledge to perform customer wise orders/styles analysis. • Ability to carry out customer wise orders/styles analysis. 	5	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace

Module 14 Title: Develop professionalism.

Objective of the Module: To get understanding that how to groom planner in more professional way.

Duration: hours 25 Theory: hours 10 Practice: hours 15

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Arrange interdepartmental training programs.	<ul style="list-style-type: none"> • Understand the importance cross departmental training. • Able to arrange interdepartmental training to update team members to provide them know how about other related processes along with the new and updated professional input. 	<ul style="list-style-type: none"> • Knowledge of the significance of the arrangement of interdepartmental trainings. • Ability to convince co-workers for the arrangements of interdepartmental training to improve the ability and know how. 	8.33	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU2- Conduct Brain storming sessions.	<ul style="list-style-type: none"> • Understand the importance of brain storming for the solution of issues. • Able to conduct brain storming session for the solution of running problems. 	<ul style="list-style-type: none"> • Knowledge that how to create requirement of brain storming for the solutions of upcoming challenges. • Ability to identify problem and conduct frequent brain storming sessions with the co-workers. 	8.33	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU3- Maintain effective MIS (Management Information	<ul style="list-style-type: none"> • Understands the need and importance of effective MIS, 	<ul style="list-style-type: none"> • Knowledge of development of an effective MIS system as per the requirements of 	8.33	<ul style="list-style-type: none"> • Copy • Calculator • Computer • Pencil 	Classroom / Workplace

System).	<p>which is able to provide the clear picture of the current situation.</p> <ul style="list-style-type: none"> • Able to format such reports which can provide the sensitive info to the management and to the concerned departments effectively. 	<p>the management.</p> <ul style="list-style-type: none"> • Ability to organize a controlled reporting system which is able to provide all the required info at a glance with all required analysis. 		<ul style="list-style-type: none"> • Eraser • Pen 	
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Module 15 Title: Occupational Health and Safety (OHS) awareness.

Objective of the Module: To get understanding that how to contribute for organization's occupational health and safety.

Duration: hours 20

Theory: hours 10

Practice: hours 10

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Learn OHS procedures.	<ul style="list-style-type: none"> Understand the importance to learn OHS procedures. Able to get awareness about the OHS techniques. 	<ul style="list-style-type: none"> Knowledge of OHS procedures and their significance. Ability to adopt OHS procedures. 	5	<ul style="list-style-type: none"> Copy OHS manual Computer Pencil Eraser Pen 	Classroom / Workplace
LU2- Maintain work place OHS.	<ul style="list-style-type: none"> Understand that how to maintain work place as per the OHS procedures. Able to maintain OHS procedures with work place. 	<ul style="list-style-type: none"> Knowledge of maintaining the work place as per OHS requirement. Ability to implement OHS procedure at own work place. 	5	<ul style="list-style-type: none"> Copy OHS manual Computer Pencil Eraser Pen 	Classroom / Workplace
LU3- Follow up for OHS techniques for work safety.	<ul style="list-style-type: none"> Understand the need to follow up OHS techniques for the improvement of work safety. Able to follow OHS techniques for the work safety. 	<ul style="list-style-type: none"> Knowledge to understand the OHS follow up techniques for the better safety at work place. Ability to adopt OHS techniques for work safety. 	5	<ul style="list-style-type: none"> Copy OHS manual Computer Pencil Eraser Pen 	Classroom / Workplace
LU4- Equipped to	<ul style="list-style-type: none"> Understand to 	<ul style="list-style-type: none"> Knowledge to be 	5	<ul style="list-style-type: none"> Copy 	Classroom /

<p>handle emergencies and hazardous.</p>	<p>use equipment to handle emergencies and dangers.</p> <ul style="list-style-type: none"> • Able to handle emergency situations and overcome hazardous. 	<p>well equipped to handle emergencies and hazardous.</p> <ul style="list-style-type: none"> • Ability to be enough equipped to handle emergencies and hazardous. 		<ul style="list-style-type: none"> • OHS manual • Computer • Pencil • Eraser • Pen 	<p>Workplace</p>
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Module 16 Title: Communicate

Objective of the Module: To get understanding of effective communication with co-workers, top management and subordinates.

Duration: hours 25

Theory: hours 10

Practice: hours 15

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Adopt effective behaviour.	<ul style="list-style-type: none"> Understand the ways to be more effective. Able to adopt positive and supportive behavior. 	<ul style="list-style-type: none"> Knowledge to become more effective through positive attitudes. Ability to become a supportive team member. 	8.33	<ul style="list-style-type: none"> Copy Computer Pencil Eraser Pen 	Classroom / Workplace
LU2- Correct interpretation of instructions.	<ul style="list-style-type: none"> Understand the importance of deliver the correct info and instructions to guide in the right way. Able to convey the right instructions without missing or adding. 	<ul style="list-style-type: none"> Knowledge to seek and then interpret instructions in the right way. Ability to explain the correct and to the point. 	8.33	<ul style="list-style-type: none"> Copy Computer Pencil Eraser Pen 	Classroom / Workplace
LU3- Prepare easily understandable work related documents.	<ul style="list-style-type: none"> Understand that work related documents must be easy to understand. Able to prepare easily understand work documents which provide the related correctly. 	<ul style="list-style-type: none"> Knowledge to formulate easily and non-complicated documents. Ability to avoid complications in formatting the work related documents. 	8.33	<ul style="list-style-type: none"> Copy Computer Pencil Eraser Pen 	Classroom / Workplace

Module 17 Title: Become a team member.

Objective of the Module: To get understanding that how become a positive team member for effective working.

Duration: hours 25 Theory: hours 10 Practice: hours 15

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Responsible and positive attitude.	<ul style="list-style-type: none"> Understand the importance to become a responsible at work with positive attitude. Able to perform in a responsible and constructive way. 	<ul style="list-style-type: none"> Knowledge that how to deliver positive attitude with responsible interaction. Ability to execute positively and responsibly. 	4.16	<ul style="list-style-type: none"> Copy Pencil Eraser Pen 	Classroom / Workplace
LU2- Seek assistance from and support to co-workers.	<ul style="list-style-type: none"> Understand to get and give support to other team members positively. Able to assist and get assistance from coworkers in the routine jobs. 	<ul style="list-style-type: none"> Knowledge to that how to get support from the coworkers and vice versa. Ability to keep coworkers closer like a team, support them and get support. 	4.16	<ul style="list-style-type: none"> Copy Pencil Eraser Pen 	Classroom / Workplace
LU3- Respect difference of opinion.	<ul style="list-style-type: none"> Understands that people may have different opinions than you about the problems and their solutions. Able to listen others and express own judgment without hurting others. 	<ul style="list-style-type: none"> Knowledge that how to entertain other opinions and develop ability to listen others. Ability to admire others for their judgments. 	4.16	<ul style="list-style-type: none"> Copy Pencil Eraser Pen 	Classroom / Workplace

LU4- Contribute positively in working activities.	<ul style="list-style-type: none"> • Understand that to activate being an effective member of the time. • Able to participate positively in working activities. 	<ul style="list-style-type: none"> • Knowledge to participate effectively in working scenario. • Ability to gel with others and support them in working routines. 	<p>4.16</p>	<ul style="list-style-type: none"> • Copy • Pencil • Eraser • Pen 	<p>Classroom / Workplace</p>
LU5- Share info.	<ul style="list-style-type: none"> • Understand that which info needs to be held confidential and which need to be share. • Able to provide or hold the info as per the requirement. 	<ul style="list-style-type: none"> • Knowledge to analyze sensitivity of the info and share it accordingly. • Ability to decide that which info needs to be share and which not. 	<p>4.16</p>	<ul style="list-style-type: none"> • Copy • Pencil • Eraser • Pen 	<p>Classroom / Workplace</p>
LU6- Supportive to hit defined goals.	<ul style="list-style-type: none"> • Understand that every member of the team is working for the same goals and one must be supportive for the achievement. • Able to be supported to become a good team member by supporting other co-workers for the achievement of the business goals. 	<ul style="list-style-type: none"> • Knowledge that how to become helpful to other team members. • Ability to play a positive and supportive role for the achievement of business goals. 	<p>4.16</p>	<ul style="list-style-type: none"> • Copy • Pencil • Eraser • Pen 	<p>Classroom / Workplace</p>

Module 18 Title: Manage Time

Objective of the Module: To get understanding that how to become a discipline member of the team.

Duration: hours 20

Theory: hours 10

Practice: hours 10

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Time bound activities.	<ul style="list-style-type: none"> • Understands the significance of time and make all schedules time bound and push process to meet targets on time. • Able to make all activities time bound. 	<ul style="list-style-type: none"> • Knowledge of the importance of the disciplined working. • Ability to bind all activities in a discipline. 	5	<ul style="list-style-type: none"> • Copy • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU2- Logical work load management.	<ul style="list-style-type: none"> • Understand that how to assign jobs to the team members as per their skills and abilities. • Able to assign jobs to the team members as per the skills and abilities. 	<ul style="list-style-type: none"> • Knowledge of assigning work as per the capability and capacity. • Ability to distribute work load logically and sensibly. 	5	<ul style="list-style-type: none"> • Copy • Computer • Pencil • Eraser • Pen 	Classroom / Workplace
LU3- Prioritization.	<ul style="list-style-type: none"> • Understand that how to prioritize urgent workings. • Able to decide what to do 1st. 	<ul style="list-style-type: none"> • Knowledge to give priority as per the sensitivity. • Ability to decide that which assignment needs to be done 1st. 	5	<ul style="list-style-type: none"> • Copy • Computer • Pencil • Eraser • Pen 	Classroom / Workplace

<p>LU4- Follow up deadlines.</p>	<ul style="list-style-type: none"> • Understand the importance of meeting the deadlines and push co departments accordingly. • Able to follow and push co departments for meeting the deadlines. 	<ul style="list-style-type: none"> • Knowledge to push concerned departments to meet deadlines. • Ability to follow and meet the deadlines. 	<p>5</p>	<ul style="list-style-type: none"> • Copy • Computer • Pencil • Eraser • Pen 	<p>Classroom / Workplace</p>
<p>LU5- Assure to achieve targets on time.</p>	<ul style="list-style-type: none"> • Understands and confirm logically that how to make sure the delivery t of targets on time. • Able to make sure completion of targets as per plan. 	<ul style="list-style-type: none"> • Knowledge to express skills of making sure targets on time. • Ability to assure achievement of the defined targets on time. 	<p>5</p>	<ul style="list-style-type: none"> • Copy • Computer • Pencil • Eraser • Pen 	<p>Classroom / Workplace</p>

Production Planning and Control Curriculum Assessment

Module 1 Title: Module 1: Learn PPC essentials.

Objective of the Module: To get understanding of PPC.

Duration: hours 2

Theory: hours 0.30

Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M1-LU1- Outline of PPC.	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain the general overview and requirements of the PPC. • Demonstrate clear understanding about PPC. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	At the end of the module
M1-LU2- Objectives of PPC.			Trainee will: <ul style="list-style-type: none"> • Explain the ultimate targets and goals of PPC. • Demonstrate objectives of PPC. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	At the end of the module
M1-LU3- Garment Production Process awareness.			Trainee will: <ul style="list-style-type: none"> • Explain the garment production process and its elements. • Demonstrate the flow of garment 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration 	At the end of the module

			production process and its attributes.	<ul style="list-style-type: none"> • MCQs • Written test 	
M1-LU4- communication and info sharing.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the importance of positive communication and sharing of info. • Demonstrate the way of positive and effective communication 	<ul style="list-style-type: none"> • Oral • Practical/ • Demonstration • MCQs • Written test 	At the end of the module
M1-LU5- Functions of PPC.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the functions of PPC and their importance. • Demonstrate the functionality of PPC and its significance. 	<ul style="list-style-type: none"> • Oral • Practical/ • Demonstration • MCQs • Written test 	At the end of the module
M1-LU6- Significance of the time in the process of planning.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the importance of time management in perspective of PPC. • Demonstrate the significance of effective steps for reaction and time management. 	<ul style="list-style-type: none"> • Oral • Practical/ • Demonstration • MCQs • Written test 	At the end of the module
M1-LU7- Factors leading to the failure of the planning.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the factors contribute in failure of a plan. • Demonstrate the factors which could become a cause in failure of planning process. 	<ul style="list-style-type: none"> • Oral • Practical/ • Demonstration • MCQs • Written test 	At the end of the module

Module 2 Title: Recognize production capacity.

Objective of the Module: To get understanding of that what is capacity and how it derived.

Duration: hours 2 Theory: hours 0.30 Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M2-LU1-Analyse capacity.	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain the concept of capacity. • Demonstrate understanding about capacity. 	Oral Practical/Demonstration Written test	At the end of the module
M2-LU2- Recognize processes to be included in capacity.			Trainee will: <ul style="list-style-type: none"> • Explain the processes to taken in capacity calculation. • Demonstrate the identification of processes to be included in capacity calculations. 	<ul style="list-style-type: none"> • Oral • Practical/Demonstration • Written test 	
M2-LU3- Develop Liaison with IE department for capacity calculation.			Trainee will: <ul style="list-style-type: none"> • Explain the importance of liaison with IE role in process flow and capacity calculation. • Demonstrate the significance of PPC liaison with IE in respect of 	<ul style="list-style-type: none"> • Oral • Practical/Demonstration • Written test 	

			capacity calculation.		
M2-LU4- Understand OB (Operations bulletin) from PD.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the attributes of OB. • Demonstrate the OB. 	<ul style="list-style-type: none"> • Oral • Practical/Demonstration • Written test 	
M2-LU5- Understand SMV, BMV and SAM.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the concept of SMV,BMV and SAM. • Demonstrate the SMV,BMV and SAM. 	<ul style="list-style-type: none"> • Oral • Practical/Demonstration • Written test 	
M2- LU6- Understand process flow.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the entire process flow along with the sub-processes. • Demonstrate that how process flow info can be use capacity calculations. 	<ul style="list-style-type: none"> • Oral • Practical/Demonstration • Written test 	
M2- LU7- Identify capacity constraints.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the possible factors which can hurt output by effecting process efficiency. • Demonstrate that what obstacles could be the reasons of less output. 	<ul style="list-style-type: none"> • Oral • Practical/Demonstration • Written test 	
M2-LU8- Identify idle Capacity.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that how to calculate idle capacity. • Demonstrate that to work out idle capacity. 	<ul style="list-style-type: none"> • Oral • Practical/Demonstration • Written test 	

M2-LU9- Calculate capacity for various products.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that how to use the info provided by PD and IE for capacity calculation of different products/styles. • Demonstrate to work out capacity calculations of different styles/products by using in put of IE and PD. 	<ul style="list-style-type: none"> • Oral • Practical/Demonstration • Written test 	
M2-LU10- Estimate logically.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the concept of logical estimation based on the facts. • Demonstrate the logical estimations considering all capacity constraints. 	<ul style="list-style-type: none"> • Oral • Practical/Demonstration • Written test 	
M2- LU11- Calculate capacity based on Over time (OT).			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the capacity calculation based on OT. • Demonstrate how to calculate capacity based on OT. 	<ul style="list-style-type: none"> • Oral • Practical/Demonstration • Written test 	
M2- LU12- Calculate capacity of subcontracting time.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the knowledge about the calculation of capacities based on the sub-contractors. • Demonstrate the way of calculation of capacity based on sub-contractors. 	<ul style="list-style-type: none"> • Oral • Practical/Demonstration • Written test 	
M2- LU13- Get concept of Priority and Capacity relationship.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the importance of priorities and its adjustment in the available 	<ul style="list-style-type: none"> • Oral • Practical/Demonstration 	

			<ul style="list-style-type: none"> capacities. Demonstrate that how to identify the priority and its adjustment in available capacities. 	<ul style="list-style-type: none"> Written test 	
M2- LU14- Understand factors of Production.			<p>Trainee will:</p> <ul style="list-style-type: none"> Explain role and effect of factors of production. Demonstrate the role of factors of production on a capacity. 	<ul style="list-style-type: none"> ○ Oral Practical/Demonstration Written test 	

Module 3 Title: Reorganize and allocate available Capabilities.

Objective of the Module: To get understanding of that how one can become proactive for the allocation of available capabilities and to re-sequence them for the better utilization.

Duration: hours 2

Theory: hours 0.30

Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M3-LU1- Realize concept of capability.			Trainee will: <ul style="list-style-type: none"> • Explain the concept of capability. • Demonstrate understanding about capability. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	At the end of the module
M3- LU2- Identify capabilities.			Trainee will: <ul style="list-style-type: none"> • Explain the sequence of operational activities to maintain sequence of process. • Demonstrate the ability to do right sequencing of the operations and activities. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	
M3- LU3- Understand required operational sequence.			Trainee will: <ul style="list-style-type: none"> • Explain the importance of liaison with IE role in process flow and capacity calculation. • Demonstrate the significance of 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	

			PPC liaison with IE in respect of capacity calculation.		
M3- LU4- Develop coordination with Production and IE departments.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the significance of coordination of PPC with Production and IE in respect of capability awareness. • Demonstrate the ability to recognize and identify the role of effective coordination with Production and IE. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	
M3- LU5- Develop available capabilities up to the required level.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the concept for the reorganization of new or excess requirement of capabilities. • Demonstrate the actions to be taken for the arrangement of new and enhancement of the available capabilities in respect of SBP. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	
M3- LU6- Forecast and identify the future requirements.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the process of forecasting and identification of the future requirements keeping in view the SBP and Marketing/Sales projections. • Demonstrate that how to work out required capabilities as per the SBP and Marketing/Sales plan. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	
M3- LU7- Analyses feedback for the management.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain different analysis as a 	<ul style="list-style-type: none"> • Oral • Practical/ 	

			<p>feedback for the top management in respect of capability enhancement and realization.</p> <ul style="list-style-type: none"> • Demonstrate that what analyses are required to provide feedback to the top management in respect of capabilities realization and enhancement as per the SBP. 	<p>Demonstration</p> <ul style="list-style-type: none"> • MCQs • Written test 	
M3- LU8- Identify outsourcing/subcontracting capabilities.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain about the key attributes, which are required to identify a reliable sub-contractor. • Demonstrate the ability to identify the capabilities of sub-contractor. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	
M3-LU9- Usage of forecasting techniques.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that what techniques are useable for forecasting. • Demonstrate the effective use of forecasting techniques for effective decision making. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	

Module 4 Title: Confirm customer's orders/bookings.

Objective of the Module: To get understanding for a planner to confirm ex-factory dates of the new orders /bookings based on the available capabilities, capacities, and material availability.

Duration: hours 2

Theory: hours 0.30

Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M4-LU1- Calculate materials lead time.	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain the method of lead time calculations. • Demonstrate the reorganization process of lead time calculations for materials. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M4- LU2- Calculate process lead times.			Trainee will: <ul style="list-style-type: none"> • Explain the way to calculate process lead time of a process by using IE and PD info. • Demonstrate to evaluate process lead time based on the time study results from IE and operational sequence by PD. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M4- LU3- Develop lead time template.			Trainee will: <ul style="list-style-type: none"> • Explain the importance of lead 	<ul style="list-style-type: none"> • Oral • Practical/ 	<ul style="list-style-type: none"> • At the end of the

			<p>time template agreement.</p> <ul style="list-style-type: none"> Demonstrate the ability to identify proper sequence of activities as per the lead time template for a certain product. 	<p>Demonstration</p> <ul style="list-style-type: none"> MCQs Written test 	<p>module</p>
M4- LU4- Allocate customers provided sales plans.			<p>Trainee will:</p> <ul style="list-style-type: none"> Explain process of allocation of priorities for a specific production flow which is capable of handling specific product/s. Demonstrate the ability to assign products in the specific lines containing the required capabilities. 	<ul style="list-style-type: none"> Oral Practical/ Demonstration MCQs Written test 	<ul style="list-style-type: none"> At the end of the module
M4- LU5- Prepare TNA (Time and Action plan).			<p>Trainee will:</p> <ul style="list-style-type: none"> Explain the knowledge required for the making of a TNA plan. Demonstrate that how to prepare TNA plan keeping in view the specified agreed lead time. 	<ul style="list-style-type: none"> Oral Practical/ Demonstration MCQs Written test 	<ul style="list-style-type: none"> At the end of the module
M4- LU6- Re-confirm already confirmed dates.			<p>Trainee will:</p> <ul style="list-style-type: none"> Explain the understanding about the delay or early delivery of priorities to the marketing deptt. 	<ul style="list-style-type: none"> Oral Practical/ Demonstration MCQs Written test 	<ul style="list-style-type: none"> At the end of the module

			<ul style="list-style-type: none"> • Demonstrate the way to critically analyze the process status and re-confirmation of delivery dates for orders which are getting late or making earlier. 		
M4-LU7- Follow up marketing for bookings.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the importance of following up marketing for the confirmation of booked orders/projections /specs etc. • Demonstrate the ability to analyze orders bookings and its final confirmation in regard of clearance to execute. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M4-LU8- Adjust confirms orders in Master Production Plan (MPP).			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that how to adjust confirm and non-confirm orders in Master Production Plan. • Demonstrate the ability to regulate confirm orders in MPP with regular intervals. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

Module 5 Title: Prepare Master Production Plan

Objective of the Module: To get understanding of designing, formatting and maintain Master production plan keeping in view the available capacity, capability and priority.

Duration: hours 2 Theory: hours 0.30 Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
<p>M5- LU1- Mark priorities as per the required ex-factory dates.</p>	<p>0.30</p>	<p>1.50</p>	<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that what are the points to be taken into consideration, while marking priorities. • Demonstrate the ability to organize production plan as per the given priority. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
<p>M5- LU2- Arrange the required details e.g., BOM (Bills of Materials) and OB (operations bulletin).</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the way to get BOM and OB from the concerned departments as per the scheduled time. • Demonstrate the ability to identify and follow up the concerned department/s for the arrangement of BOM and OB for on time planning. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

<p>M5- LU3- Mark production lines as per the product nature.</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that how to associate orders in the specific production lines as per the skills. • Demonstrate the ability to mark products as per their nature. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
<p>M5- LU4- Learn Capacity building curve.</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that how to build up capacity up to the required level for a new product as well as for anew process or a new production line. • Demonstrate the ability to assess and plan new capacities and the time required to reach up to the optimum level. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
<p>M5- LU5- Adjust orders as per the accepted and confirmed lead time / template.</p>			<p>Trainee will :</p> <ul style="list-style-type: none"> • Explain that how to adjust orders as per the confirmed/agreed lead time in MPP. • Demonstrate the mark orders in the MPP as per the agreed lead time. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
<p>M5- LU6- Get acceptance of confirmed lead times templates from all stack-holders.</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the importance signing off an agreement upon a lead time template from all stack holders. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

			<ul style="list-style-type: none"> • Demonstrate the ability to coordinate with all concerns for the joint agreement upon a lead time template. 		
M5- LU7- Target to maintain optimum efficiency for the best utilization of resources.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that how to plan available sources at their best. • Demonstrate the ability to plan all sources effectively. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

Module 6 Title: Plan Materials Requirement

Objective of the Module: To get understanding for the effective planning and control in materials demand and availability.

Duration: hours 2 Theory: hours 0.30 Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M6- LU1- Understand BOM (bill of materials).	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain the knowledge of materials to be required for different products/garment styles. • Demonstrate the ability to identify materials required as per BOM. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M6- LU2- Calculate Lead time for the arrangement of materials.			Trainee will: <ul style="list-style-type: none"> • Explain the way of calculating materials lead times. • Demonstrate the ability to work out lead time of every material to plan demand accordingly. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M6- LU3- Develop liaison with PD (Product development) and marketing departments.			Trainee will: <ul style="list-style-type: none"> • Explain the need and way of coordination in respect of development of new materials with PD, Purchase and 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

			<p>Marketing.</p> <ul style="list-style-type: none"> • Demonstrate the ability have awareness about the new products and materials. 		
M6- LU4- Calculate required qty and time as per requirement.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that how to calculate correct demand and arrival time by assessing available stocks and wastages. • Demonstrate the ability to calculate exact demand and its arrival time. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M6- LU5- Correlate materials in house timings with production input.			<p>Trainee will :</p> <ul style="list-style-type: none"> • Explain that how to make sure the material in house timings in relation to production input. • Demonstrate the ability to synchronize materials availability with production requirement. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M6- LU6- Follow up Purchase to see the status of the demanded materials.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the essentiality of purchase deptt's follow up in respect of the demanded materials as per the agreed arrival dates. • Demonstrate the ability to arrange update status of the demands top make sure the execution of orders as per the plan. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

Module 7 Title: Implement Basic Strategies for the Development of a Production Plan.

Objective of the Module: To get understanding and develop a competency skill in a planner to take action according to the situation.

Duration: hours 2

Theory: hours 0.30

Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M7- LU1- What is a strategy?	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain the knowledge about different strategies required during planning process. • Demonstrate the ability to use different techniques to handle situations as per the requirements. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M7- LU2- Use Chase strategy, or demand matching strategy.			Trainee will: <ul style="list-style-type: none"> • Explain the knowledge about the chase strategy. • Demonstrate that how to use Chase strategy during working. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M7-LU3- Production leveling strategy.			Trainee will: <ul style="list-style-type: none"> • Explain the production leveling strategy. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

			<ul style="list-style-type: none"> • Demonstrate the way to use production leveling strategy. 		
M7- LU4- Sub-contracting Strategy.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the role of sub-contracting strategy. • Demonstrate the ability to use sub-contracting strategy. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M7- LU5- Hybrid Strategy.			<p>Trainee will :</p> <ul style="list-style-type: none"> • Explain awareness about the Hybrid strategy. • Demonstrate the ability to synchronize different strategies at a time as an effective planning tool. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

Module 8 Title: Maintain Lowest Possible Level of Material Inventories (Control).

Objective of the Module: To get understanding of controlling materials stocks for the increase in working capital liquidity.

Duration: hours 2 Theory: hours 0.30 Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M8- LU1- Define Materials demand procedure.	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain the knowledge about raising demands as per SOP (Standard Operating Procedure). • Demonstrate the ability to follow company’s defined procedures for demanding materials. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M8- LU2- Develop Stocks reports to control materials requirement activity.			Trainee will: <ul style="list-style-type: none"> • Explain the formation of materials stock reports for effective control over stocks.. • Demonstrate that how to control stocks by effective reporting. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M8-LU3- Verify materials flow.			Trainee will: <ul style="list-style-type: none"> • Explain the procedure to verify materials flow. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

			<ul style="list-style-type: none"> • Demonstrate the ability to validate materials flow with effective follow up. 		
M8- LU4- Adjust materials according to the requirement.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the possible ways of adjustment of balance /stock materials with new requirement. • Demonstrate the ability to adjust stock materials with new demand. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M8- LU5- Implement FIFO.			<p>Trainee will :</p> <ul style="list-style-type: none"> • Explain awareness about FIFO. • Demonstrate the ability to synchronize materials issuance activities as per FIFO. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M8-LU6- Maintain store records.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain effectiveness of updated material records and way of update. • Demonstrate the way to up date store records on daily basis. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M8- LU7- Maintain Suppliers performance data.			<p>Trainee will :</p> <ul style="list-style-type: none"> • Explain the way to maintain suppliers' records to analyses their service, share, and capability to deliver. • Demonstrate the performance update procedure for suppliers' 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

			performance in respect of future decisions.		
M8- LU8- Get awareness of PPAC (Purchasing and Production Activity Control).			Trainee will : <ul style="list-style-type: none"> • Explain the significance of PPAC and its impression over the planning schedule. • Demonstrate the ability to use PPAC for the effective material control with out affecting production flow. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

Module 9 Title: Control of Production W.I .P. (work in process)

Objective of the Module: To get understanding of controlling work in process as per the time allocated.

Duration: hours 2 Theory: hours 0.30 Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M9- LU1- Follow up of the issued production plans.	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain that how to monitor the status of the issued production plan. • Demonstrate the ability to follow up issued production plan for their effective execution. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M9- LU2- Push production departments to perform as per the lead time.			Trainee will: <ul style="list-style-type: none"> • Explain the way to push process for the achievement of the required dates. • Demonstrate the ability to push production departments to coop with the issued agreed production plan. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M9- LU3- Maintain Production activity reports.			Trainee will: <ul style="list-style-type: none"> • Explain the activity to maintain the production reports to have a clear picture. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

			<ul style="list-style-type: none"> • Demonstrate the ability to ability to make system of effective update the production activity. 		
M9- LU4- Use Pull and Push techniques.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain to use the push and pull technique. • Demonstrate the ability to adjust stock materials with new demand. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M9- LU5- Revise Plans			<p>Trainee will :</p> <ul style="list-style-type: none"> • Explain when to decide to revise and issued plan. • Demonstrate the ability revise plan with the required adjustments. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

Module 10 Title: Prepare Production Execution Plan

Objective of the Module: To understand of the issuance of Production Execution Plan for a certain period of time, so production department gets info that what to produce and when to deliver.

Duration: hours 2 Theory: hours 0.30 Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M10-LU1- Arrange PPR (pre-production run) meeting with the concerned departments.	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain the significance of pre-PPR meeting with all concerned departments. • Demonstrate the ability to plan and address pre-production meeting with all stack holders before cutting a new product. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M10- LU2- Arrange production planning hand over meeting before issuance of Production Execution Plan.			Trainee will: <ul style="list-style-type: none"> • Explain the importance of the production planning hand over meeting before issuance of production execution plan.. • Demonstrate the ability to conduct a meeting and discuss concerns regarding the already issued plan and for the issuance of new weekly/fortnightly/additional plan. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M10- LU3-Adjust MPP.			Trainee will: <ul style="list-style-type: none"> • Explain that how and when to adjust MPP. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs 	<ul style="list-style-type: none"> • At the end of the module

			<ul style="list-style-type: none"> Demonstrate the ability to make adjustments in the MPP as per the requirements. 	<ul style="list-style-type: none"> Written test 	
M10-LU4- Up date top management about process efficiency.			<p>Trainee will:</p> <ul style="list-style-type: none"> Explain the knowledge to develop the MIS (management information system) for effective decision making. Demonstrate the ability to develop and maintain data to provide feedback to the management about the process productivity. 	<ul style="list-style-type: none"> Oral Practical/ Demonstration MCQs Written test 	<ul style="list-style-type: none"> At the end of the module
M10-LU5- Re-confirm already committed dates.			<p>Trainee will :</p> <ul style="list-style-type: none"> Explain the way to re-sequence orders and reconfirm the already confirm orders due to variation in process. Demonstrate the ability to assess delays in process; and inform marketing/sales department about the change in delivery date. 	<ul style="list-style-type: none"> Oral Practical/ Demonstration MCQs Written test 	<ul style="list-style-type: none"> At the end of the module
M10-LU6- Revise already issued plans.			<p>Trainee will:</p> <ul style="list-style-type: none"> Explain that how to adjustments can be done in the in the already issued plans. Demonstrate the ability to judge the variation in execution of the issued plan and its further adjustment. 	<ul style="list-style-type: none"> Oral Practical/ Demonstration MCQs Written test 	<ul style="list-style-type: none"> At the end of the module

<p>LU7- Issue additional plans.</p>			<p>Trainee will :</p> <ul style="list-style-type: none"> • Explain the possible reasons of the issuance of the additional production plans. • Demonstrate the capability to for the issuance of additional plans as per the requirement. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
<p>M10-LU8- Anticipate delays to Marketing department and top management.</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the mechanism to update marketing/top management about the delays. • Demonstrate the procedure to provide the feedback for delay in orders delivery dates to the marketing and the top management. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
<p>M10-LU9- Establish desired production flow.</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that how to motivate production and services departments for the desired production level. • Demonstrate the ability to develop harmony among the services and the production departments for the effective maintenance of production flow. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

Module 11 Title: Plan out sourced or sub-contractors activities.

Objective of the Module: To get understanding that how to take calculated and logical decision for outsourcing and sub-contracting.

Duration: hours 2 Theory: hours 0.30 Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M11-LU1- Identify the requirement to be out sourced.	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain the reason/s to decide to use some or all processes from out source. • Demonstrate the ability to plan and handle out sources capacities for the achievement of company's target. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M11-LU2- Analyse subcontractors as per the required parameters.			Trainee will: <ul style="list-style-type: none"> • Explain the way to maintain and analyze data of sub-contractors. • Demonstrate to update data and provide feedback about the performance of sub-contractors 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M11-LU3- Follow up.			Trainee will: <ul style="list-style-type: none"> • Explain the follow up process of sub-contractors. • Demonstrate the way of following up subcontractors for the timely execution of given plan. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

M11-LU4- Provide feedback to the sub-contractors.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that how to update sub-contractors about their performance and service. • Demonstrate the ability to inform sub-contractors about their weak performance areas and required further improvement. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
LU5- Maintain performance data of suppliers.			<p>Trainee will :</p> <ul style="list-style-type: none"> • Explain the way to rate performance of the suppliers. • Demonstrate the ability to maintain suppliers performance data and feedback system. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
LU6- Follow up of materials movement for the services sub-contractors.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain to make and define procedures for the timely availability of materials for subcontractors. • Demonstrate the ability to push and follow up the concerned departments to make sure the materials movement to the suppliers as per the plan. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

Module 12 Title: Plan strategies to remove bottleneck.

Objective of the Module: To get understanding that how to analyse and identify hurdles in the process, keeping in view the required product.

Duration: hours 2

Theory: hours 0.30

Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M12- LU1- Be aware about the process flow.	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain the way to identify available capability and capacity. • Demonstrate that how to be aware about the process flow 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
LU2- Capacity analysis.			Trainee will: <ul style="list-style-type: none"> • Explain to that how to analyze available capacity with the SBP to mark the bottlenecks. • Demonstrate the ability to analyze available capacity with comparison to SBP. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M12- LU3- Recognize problems.			Trainee will: <ul style="list-style-type: none"> • Explain the analytical way to detect problems. • Demonstrate the ability to recognize expected problems based on the available data. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

<p>M12-LU4- Make decisions to add new resources for the increase in the existing capabilities.</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the way to maintain and analyze data of sub-contractors. • Demonstrate to update data and provide feedback about the performance of sub-contractors. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
<p>M12-LU5- Make decisions to add new capabilities.</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that how to identify the requirement of new capabilities. • Demonstrate the way of recognition and decision of new capabilities requirement. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
<p>M12-LU6- Make decisions to go out for a certain capability or capacity.</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the way to take decision to go out for some capabilities or capacities. • Demonstrate the ability to decide for out sourcing. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
<p>M12-LU7- Use Rough cut Capacity Planning for the analysis and identification of bottlenecks.</p>			<p>Trainee will :</p> <ul style="list-style-type: none"> • Explain the role of rough cut planning for the identification of capacity/capability bottlenecks. • Demonstrate the ability to use rough cut capacity planning for the analysis and realization of bottlenecks. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

<p>M12-LU8- Follow up of materials movement for the services sub-contractors.</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain to make and define procedures for the timely availability of materials for subcontractors. • Demonstrate the ability to push and follow up the concerned departments to make sure the materials movement to the suppliers as per the plan. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
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Module 13 Title: Use controlling techniques

Objective of the Module: To get understanding that how to update and revise the info as per the actual status for the department, top management and stack holders.

Duration: hours 60

Theory: hours 10

Practice: hours 50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M13- LU1- Revise and update master production plan (MPP) on regular basis.	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain the importance and way to update MPP. • Demonstrate that how to be update MPP on regular basis. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M13- LU2- Follow up and update current status of the Materials Planning.			Trainee will: <ul style="list-style-type: none"> • Explain the importance of update and follow up of the materials status for the right decisions. • Demonstrate the ability to do effective follow up of materials for the right time decision without wasting time. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M13- LU3- Issue/Revise/update weekly /fortnightly production plan on time.			Trainee will: <ul style="list-style-type: none"> • Explain the effectiveness of the on time issuance of plan. • Demonstrate the ability to issue plans well on time. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

<p>M13- LU4- Maintain daily production reports for effective follow up.</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that how to publish daily production status to the concerned management for effective decision making. • Demonstrate the ability to maintain Daily production reports to follow up issued production <i>execution</i> plan status. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
<p>M13- LU5- Maintain confirms orders' book status.</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that how to format and maintain confirm orders' book. • Demonstrate how to organize confirms booking status. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
<p>M13- LU6- Analyse actual orders VS Marketing /sales projections for further working and for the info of the top management.</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the analysis for the actual orders VS booked capacity. • Demonstrate the ability to conduct Actual orders VS marketing /sales projection analysis. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
<p>M13- LU7- Perform OTIF (On Time In Full) analysis.</p>			<p>Trainee will :</p> <ul style="list-style-type: none"> • Explain to maintain data to be analyzed for the shipment analysis. • Demonstrate how to maintain OTIF. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

M13- LU8- Shipment Analysis.			Trainee will: <ul style="list-style-type: none"> • Explain to make and define procedures for the timely availability of materials for subcontractors. • Demonstrate to perform shipment analysis and develop data base with the reasons. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M13-LU9- Outsource/Subcontractors performance analysis.			Trainee will: <ul style="list-style-type: none"> • Explain the ways to maintain data base of the outsource/subcontractors performance analysis for the effective decision making. • Demonstrate that how to perform these analysis and its outcome. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M13- LU10- Analyse materials report for planned VS actual variance calculations.			Trainee will : <ul style="list-style-type: none"> • Explain the planned VS actual issuance of materials. • Demonstrate the reports to be maintain for analyzing such variances. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M13- LU11- Conduct Style / product analysis.			Trainee will: <ul style="list-style-type: none"> • Explain the significance to perform this analysis. • Demonstrate the format and way to perform this analysis. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M13-LU12- Customer wise orders / styles analysis.			Trainee will: <ul style="list-style-type: none"> • Explain the significance to perform this analysis. • Demonstrate the format and way to perform this analysis. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

Module 14 Title: Develop professionalism.

Objective of the Module: To get understanding that how to groom planner in more professional way.

Duration: hours 2 Theory: hours 0.30 Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M14- LU1- Arrange interdepartmental training programs.	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain the importance of the arrangement of interdepartmental trainings. • Demonstrate that how to arrange interdepartmental training to update team members to provide them know how about other related processes. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M14- LU2- Conduct Brain storming sessions.			Trainee will: <ul style="list-style-type: none"> • Explain the importance of brain storming for the solution of issues. • Demonstrate that howto identify problem and conduct frequent brain storming sessions. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M14-LU3- Maintain effective MIS (Management Information System).			Trainee will: <ul style="list-style-type: none"> • Explain the need and importance of effective MIS. • Demonstrate a controlled reporting system which is able to provide all the required info at a glance. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

Module 15 Title: OHS awareness.

Objective of the Module: To get understanding that how to contribute for organization’s occupational health and safety.

Duration: hours 2 Theory: hours 0.30 Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M15- LU1- Learn OHS procedures.	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain the importance and procedures of OHS. • Demonstrate the ability to adopt OHS procedures. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M15- LU2-Maintain work place OHS.			Trainee will: <ul style="list-style-type: none"> • Explain the importance of maintaining OHS procedures on the work place. • Demonstrate the way to implement OHS procedures. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M15-LU3- Follow up for OHS techniques for work safety.			Trainee will: <ul style="list-style-type: none"> • Explain the need to consistent follow up of OHS techniques to improve safety at work. • Demonstrate the follow up system to make sure the implementation of OHS system. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M15- LU4- Equipped to handle emergencies and hazardous.			Trainee will: <ul style="list-style-type: none"> • Explain that how to handle emergencies and hazardous. • Demonstrate the ability to be equipped and handle emergencies. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

Module 16 Title: Communicate

Objective of the Module: To get understanding of effective communication with co-workers, top management and subordinates.

Duration: hours 2

Theory: hours 0.30

Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M16- LU1- Adopt effective behaviour.	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain that how to become more effective by using positive attitude. • Demonstrate the ability to become an effective team member. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M16- LU2- Correct interpretation of instructions.			Trainee will: <ul style="list-style-type: none"> • Explain the importance of correct interpretation of the instructions. • Demonstrate the ability to explain the correct info. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M16-LU3- Prepare easily understandable work related documents.			Trainee will: <ul style="list-style-type: none"> • Explain the importance of easily understandable documents. • Demonstrate the formulate easy and clear understandable documents. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

Module 17 Title: Become a team member.

Objective of the Module: To get understanding that how become a positive team member for effective working.

Duration: hours 25 Theory: hours 10 Practice: hours 15

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M17- LU1- Responsible and positive attitude.	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain the importance of responsible and positive attitude. • Demonstrate the ability to execute positively and responsibly. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M17- LU2- Seek assistance from and support to co-workers.			Trainee will: <ul style="list-style-type: none"> • Explain the importance developing positive liaison with coworkers to get work support. • Demonstrate the ability to keep coworkers closer like a team. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
M17- LU3- Respect difference of opinion.			Trainee will: <ul style="list-style-type: none"> • Explain that how to entertain other's opinions and develop ability to listen others. • Demonstrate how to bear the difference of opinion. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

<p>M17- LU4- Contribute positively in working activities.</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the importance of positive contribution at work place. • Demonstrate the ability to gel with coworkers and support them in routines. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
<p>M17-LU5- Share info.</p>			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain that what type of info need to be shared and what not as per the company's policy. • Demonstrate the ability to decide that which info needs to be share and which not. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module
<p>M17-LU6- Supportive to hit defined goals.</p>			<p>Trainee will :</p> <ul style="list-style-type: none"> • Explain that how to become a helpful member of the team. • Demonstrate the ability to express positive attitudes for the achievement of company's goals. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	<ul style="list-style-type: none"> • At the end of the module

Module 18 Title: Manage Time

Objective of the Module: To get understanding that how to become a discipline member of the team.

Duration: hours 2 Theory: hours 0.30 Practice: hours 1.50

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M18-LU1- Time bound activities.	0.30	1.50	Trainee will: <ul style="list-style-type: none"> • Explain the importance of disciplined working. • Demonstrate to distribute work load logically and sensibly. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	❖ At the end of the module
M18- LU2- Logical work load management.			Trainee will: <ul style="list-style-type: none"> • Explain the importance of assigning work according to the capability and capacity. • Demonstrate the ability to explain the correct info. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	❖ At the end of the module
M18- LU3- Prioritization.			Trainee will: <ul style="list-style-type: none"> • Explain the significance of the sensitive info. • Demonstrate the ability to make prioritize issues according to their sensitivity. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	❖ At the end of the module
M18- LU4- Follow up deadlines.			Trainee will:	<ul style="list-style-type: none"> • Oral 	❖ At the

			<ul style="list-style-type: none"> • Explain the importance of meeting deadlines. • Demonstrate the way to follow for meeting the deadlines. 	<ul style="list-style-type: none"> • Practical/ Demonstration • MCQs • Written test 	end of the module
M18- LU5- Assure to achieve targets on time.			<p>Trainee will:</p> <ul style="list-style-type: none"> • Explain the importance of understanding and confirming targets logically. • Demonstrate the ability to assure on time achievement of the targets. 	<ul style="list-style-type: none"> • Oral • Practical/ Demonstration • MCQs • Written test 	❖ At the end of the module

List of Machinery/Equipment/Tools

(For a Class of 25 Students)

NAME OF TRADE	Production Planning and Control
Duration of Course	6 Months

Sr.No	Nomenclature of Equipment/Tools	Quantity
1	Calculators	25
2	Computers	8
3		
4		
5		
6		
7		
8		

List of Consumable Materials

(For a Class of 25 Students)

Sr.No	Name of Material/Items	Quantity/Student	For 25 students
1	Lead Pencils	20	500
2	Erasers	1	25
3	Ball Points	5	125
4	Writing Pads-Large	5	125
5			
6			
7			
8			
9			
10			

Reference Material

- ❖ Buffa, E.S. - Modern Production Management.
- ❖ Gaither, Norman (1996) - Production and Operations Management.
- ❖ Amazon.com -The Fundamentals of Production Planning and Control.
- ❖ S. Anil Kumar – Production and Operations Management.

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