

Production Director

SPECIFIC TASKS YOU ARE RESPONSIBLE FOR:

Beginning of the year:

- Product/service design and development – work with Sales & Marketing
- Intellectual Property of idea
- Develop supply chain or production plans
- Develop relationships with potential suppliers
- Develop quality standards

During the year:

- Check project is keeping to the project's timeline
- Ensure the product/service is properly tested before release to production
- Ensure service delivery/prototypes meet quality requirements
- Maintain output and quality measures

Weekly:

- Communicate with company team on issues/achievements
- Monitor quality of output

Monthly

- Report on project's timeline
- Report on output and stock levels

End of the Year

- Run down stock levels
- Review feedback from the customer

Production Director's Annual Planning

Month	
Feb/Mar	Production timeline Identify Design, Establish Intellectual Property, Establishing Suppliers, Materials/Logistics, Quality Plans
Apr	Process Planning, Prototype, Market testing, Quality Control
May	Production
Jun	Production, Stock control, Purchasing, Quality Control
Jul	Production and selling
Aug	Production and selling
Sept	Finish Production Running Out stock
Oct	Stock take and wind up

Chow Down Case Study

Chow Down is a Young Enterprise company that have created the top ten Asian recipes used in New Zealand in a Recipe book with an accompanying DVD.

Producing a Production Plan

- a) Brainstorm the design and development phase for the two key component parts that make up the finished product.

Component Parts of "Chow Down" Recipe package

Book	DVD

- b) What issues do we need to consider for establishing a supply chain for the book and DVD?
- c) Discuss how to set up a production project plan and each stage as indicated below as it would apply to "Chow Down"

Production Project Milestone Plan

