

Using the production schedule

Despite the huge variety of garment types, when it comes to production management there are only three types of order:

- Orders not in work (those where the docket has not been raised).
- Orders in work (those where the docket has been raised and issued).
- Completed orders.

The Production schedule is split into three parts:

1. Orders not in Work

This section is for those sales orders for which you have not yet been able to issue a docket. Make a production booking with your factory, get them to agree the date, and give the booking a sequential reference number. Once the factory agrees the booking put it on the schedule.

2. Orders in Work

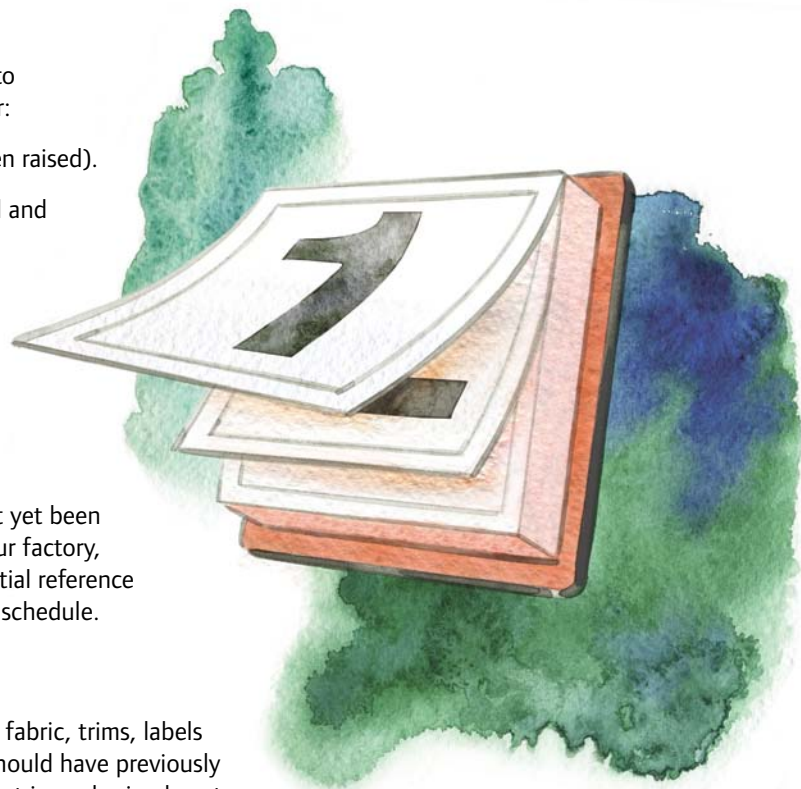
This section is for those sales orders where you have all the fabric, trims, labels and so on, and you have been able to raise a docket. You should have previously given these orders a production booking, so when the docket is ready simply cut and paste the order line from the top section and put it into the bottom 'In Work' section – don't forget to fill in the docket number. Once the docket is complete you can remove it from the schedule or create a section for completed orders.

In this way you have one spreadsheet that encapsulates your whole order situation. At a glance you can see what is still to be put into production and what is still in process. This will enable you to plan and discuss your production needs when you are in the factories.

3. Completed Orders

When the order has been delivered by, or collected from the factory, then you must invoice it to your customer (once the quality has been checked, of course).

Take the relevant docket line from the 'In Work' section of the spreadsheet and cut and paste it into the 'Completed Orders' section. It will need editing because you do not need



to show the production booking of this completed order. What you can show though, is the customer invoice number that you create when you send it to your customer. It is a great way of knowing that all your deliveries get invoiced and that no stock is sitting around your business costing you money.

Best Practice

- Make a production booking for every style you intend to give a factory.
- Don't forget to keep the details updated as the situation changes.
- Move the orders from the top section to the bottom 'Into Work' section as they become docketed.
- Keep the fabric and trim delivery dates under constant monitoring and update the schedule as they get delivered.
- Notify the factory of changes as they happen.



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