Sponsor Meeting Minutes 2

Date: 12th January 2018

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| Present: | Russell yap, Jun Dat, Nelson, Weilun, Jing Ying |
| Venue: | Client Office |

## Agenda

* Go through dataset
* Clarify on current business process
* Finalize business problem
* Proposed timeline and feasibility of presenting lessons learnt with class

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| Time | Details | Person In Charge | Status |
| 10:15 | Intro to Nelson – In charge of all the Dairy products for Fonterra and for Abbot. |  |  |
| 10:20 | TRANS\_CODE column will be the first thing to look at.**Inbound data**IRP – Plant Transfer (with physical goods)ISC - Status Change (system change) exclude all these rows. (can be ignored)**Outbound**ORV - Return to VendorOSD – DisposalOSO – For shipment of outgoing ordersNO of unit is only for billing, everything is in pallets.For both **Inbound** and **Outbound** data:* SU\_NO – one pallet one ID.
* One row of record refers to one pallet.
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|  | Inbound Order Status Report – WX3 ReportASN – Arrival Shipment Notice. The moment the shipment have reached Singapore and ready to be picked up.GRN – Goods received note. Refers to when Inbound has completed receiving the goods, which is after when the operator has scanned the pallet.GRN timing can be said to be the time when they scanned the pallets, but the timing they take to store the pallets is less than 15 minutes. Official putaway timing can be defined as GRN + 15 minutes.Difference between ASN and GRN time:* we can find out the transit time, and processing time before inbound process is completed after goods have shipment have arrived in Singapore.

Putaway timing – The moment the good has finally been stored in the ASRS.QYT in plt = number of pallets handled. We round up to the nearest pallets.Use DP(direct picking) start as the operational trigger time when operation starts, and the complete date. Usually process take between 40-45 minutes per 22 pallets. |  |  |
|  | **Shift Information**0800 – 1730 (picking will stop 17:00)1000 – 1015 – break1200 – 1300 – lunch break17:30 – 1800 – dinner break1800 – handover timing2200 – 2215 – break 0000 – 0100 – break0300: 0315 – tea breakEvery shift, there will be 2 inbound operators, 4 outbound operators and 1 manager.Exchange of containers start at 10:00(container is the main constraint, cannot control)Morning shift will do more inboundWhen operators are not doing inbound, they can do outbound and vice versaIn the records, there are 13 operations with 4 admin.Previously they are handling up to 4,500 pallets per month, but now they have grown till 9,000 per month. Yet the staffing have remained the same. Thus overtime hours had been increasing.Orbital before and now using ASRS. |  |  |
|  | One of the limitations:There is no timing to trigger when the picking is complete by the ASRS.  |  |  |
| 11:14Inbound operation time | **For Time-study Report**Inspecting + receiving scan + putaway scan is together.C and D can be concurrent if the operator is split up,D E F cannot be concurrent, they are sequential events.Putaway scan gives u the GRN timing. |  |  |
| Outbound | Re-palletization takes about an hourOutbound activities cannot be run concurrent, purely sequential. |  |  |
|  | **Staffing Information**In 8 hours, 1 hour per container, so 7 containers to be done by both inbound and outbound. OT is required to hit this target. For a team, 2 will be handling inbound, where 1 will unpack and 1 will do scanning of pallets, while 4 do outbound. 30-40 minutes will be required to unpack the containers.Morning focus is on inbound, night focus is on outbound so that there is no jamming.Reason is that morning there is more inbound then at night.Estimated turnover time per container is 1.5hrs. No prediction requiredValidation of whether the operation really requires overtime. |  |  |