**Production Schedule Form**

**[Company Name]**[Department: Department]  
[Production Manager: Manager’s Name]  
[Reporting Period (Week/Month):   
[Date Prepared: DD/MM/YYYY]

**Production Schedule Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Product / Job Name** | **Production Order No.** | **Start Date** | **End Date** | **Quantity Planned** | **Quantity Produced** | **Production Status** | **Remarks** |
| Product A | PO-001 | 01/06/2025 | 05/06/2025 | 500 | 480 | In Progress | Minor delay |
| Product B | PO-002 | 03/06/2025 | 07/06/2025 | 300 | 300 | Completed | On time |
| Product C | PO-003 | 06/06/2025 | 10/06/2025 | 400 | 350 | Delayed | Machine issue |
|  |  |  |  |  |  |  |  |

**Summary (Optional – for Excel Use)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Quantity Planned:** |  | **Total Quantity Produced:** |  |
| **Production Variance:** |  |  |  |

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared By:** |  | **Reviewed By:** |  |
| **Approved By:** |  |  |  |
| **Signature:** |  | **Date:** |  |

**Notes**

* Update this form daily or weekly to track production progress.
* Use the remarks section to record delays, issues, or special instructions.
* Can be customized for manufacturing, printing, construction, or service-based production.