

PLANNING — EXECUTIVE BRIEFING

Capacity and Booking Briefing

What is committed, what is free, and to whom

DOCUMENT	PREPARED	OWNER	PAGES	STATUS
CBB-27-046	August 2027	Production Planning	6	Illustrative sample

The read

The floor is 84% committed and two of the three peak weeks are oversold. The oversell is not large; it is concentrated in one process, and moving one customer's finishing by a week clears both weeks without touching anyone's delivery date.

84% Committed capacity, next quarter	2 Weeks oversold	I Process carrying the oversell	I Customer move that clears it
--	--	---	--

CLEAR

- 01Knitting across every week.
- 02Linking across every week.
- 03Eleven of thirteen weeks overall.

NOT CLEAR

- 01Finishing in weeks 6 and 7.
- 02No written booking with two customers.



What is being bought, before it is described.

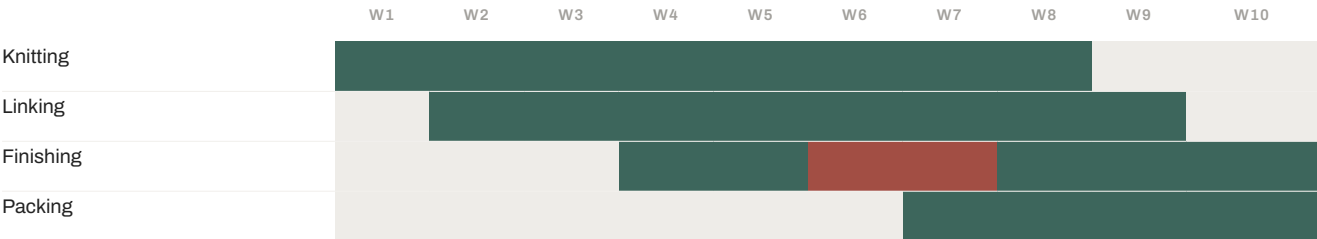
THE CLOTH · MCLEUKER HOUSE SET

SO WHAT

The oversell is one process in two weeks and it is solvable by a conversation. The unwritten bookings are the larger exposure, and they are invisible until someone else books the slot.

The floor

COMMITTED CAPACITY BY PROCESS



Weeks 6 and 7 on finishing are marked as oversold. Everything else is at or under committed capacity at current staffing.



The description a factory builds from.

THE SPEC · MCLEUKER HOUSE SET

SO WHAT

One process, two weeks. Reading capacity by process rather than in total is what makes it a solvable problem instead of a general shortage.



A cloth, a trim and a hand. Everything else is paperwork describing it exactly enough to reproduce.

MCLEUKER HOUSE SET

The bookings

BY CUSTOMER			
CUSTOMER	UNITSWEEKS	BOOKING	DEPOSIT
Customer A	14,2004-8	WRITTEN	Received
Customer B	9,8005-9	WRITTEN	Received
Customer C	6,4006-7	VERBAL	None
Customer D	3,1006-7	VERBAL	None

THE EXPOSURE	
Verbal bookings	Two, both in the oversold weeks
If either cancels	The oversell disappears and so does the revenue
If neither cancels	The oversell is real and one has to move
What is missing	A written booking with a date and a deposit
Not assessed	Whether either would accept a week's move — not asked

SO WHAT	Both verbal bookings sit in the oversold weeks. Either they are real, in which case one has to move, or they are not, in which case the floor is 12% emptier than it looks.
---------	---

Decisions

DECISIONS ARISING FROM THIS BRIEFING

DECISION	OWNER	BY	IF IT IS NOT TAKEN
Convert both verbal bookings to written, with deposits	Sales Lead	22 Aug	The floor plan rests on two conversations
Ask Customer D whether finishing can move one week	Production Planner	22 Aug	The oversell is resolved by overtime instead
Report capacity by process, not in total	Production Planner	31 Aug	A single-process constraint stays invisible
Set a standard booking form with deposit terms	Commercial Director	30 Sep	Every booking is negotiated separately

SOURCES AND BASIS

Committed capacity — our own production plan at the date of this document.
Bookings — written orders on file; verbal bookings recorded as verbal.
Capacity at current staffing — our own process rates.

ILLUSTRATIVE SAMPLE

This document is a rendered SAMPLE of the Capacity and Booking Briefing template, produced to show its structure, exhibit inventory and register. The figures in it are illustrative and are not market intelligence. A real run of this template researches and cites its figures with an as-of year for each, or marks them as modelled and states the basis — the rule the template itself carries.