

Action Planning Checklist

- 1. Determine backlog that is ready to schedule. This information should be in your CMMS.
- 2. Determine your total backlog (Ready to schedule + Unplanned)
 - a. Unplanned Labor Hours= Duration Hours X Labor Resources
- 3. How to they compare to goals?
 - a. Total backlog: 4-6 weeks
 - b. Ready to schedule: 2-4 weeks
- 4. Review results with management.
- 5. Trend backlog data weekly.
