Annexure 8: Checklist for Review before Start of an activity

Checklist review date: 28-05-2007

Activity ID: 641802

Parent Work ID: 64

Description of work: Machining operation of press tool TP304

Initial scheduled start date: 30-05-2007 Revised scheduled start date: 05-06-2007

Scheduled completion date: 15-06-2007

I. AVAILABILITY OF INPUTS / RESOURCES

Rating: Excellent (A) = 10 Very Good (B) = 8 Good (C) = 6

Satisfactory (D) = 4 Poor (E) = 2

A) Availability of time for activity.

1. Normal time duration: 12 days

2. Time available to activity: 10 days

Overall Rating: C

B) Cost of Activity: Not evaluated

Is the money sanctioned? Yes( ) / No( )/ Under process( ) / Not needed( V )

Overall Rating: A

C) Status of important preceding activities

<table>
<thead>
<tr>
<th>Activity ID</th>
<th>Likelihood of completion in time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 641801</td>
<td>Yes (✓) / No ( ) / Can't say ( )</td>
</tr>
<tr>
<td>2. _________</td>
<td>Yes ( ) / No ( ) / Can't say ( )</td>
</tr>
<tr>
<td>3. _________</td>
<td>Yes ( ) / No ( ) / Can't say ( )</td>
</tr>
</tbody>
</table>

Overall Rating: A
D) Key Material Requirements:

Material Code/ Description, Material Requirement and Availability for Activity

1. **Die Block**
   - Required Qty. **01**
   - Booked Qty. **01**

2. __________
   - Required Qty. ______
   - Booked Qty. ______

3. __________
   - Required Qty. ______
   - Booked Qty. ______

   Overall Rating: A

E) Key Resource Persons:

Key Resource Persons | Resource person's availability for activity

1. **Tool Maker**
   - Yes (✓) / No ( ) / Can't say ( )

2. **CNC Operator**
   - Yes ( ✓ ) / No ( ) / Can't say ( ✓ )

3. **Tool Inspector**
   - Yes ( ✓ ) / No ( ) / Can't say ( )

   Overall Rating: B

F) Key Equipment/ Machines:

Equipment/ Machine ID: | Book time for activity

1. **CNC Milling Machine**
   - Yes (✓) / No ( ) / Can't say (✓)

2. **Profile Tester**
   - Yes (✓) / No ( ) / Can't say (✓)

3. __________
   - Yes (✓) / No ( ) / Can't say ( )

   Overall Rating: B

II. IMPORTANCE OF PROCESS CHARACTERISTICS

Rating: High (H) = 10  Medium (M) = 6  Low (L) = 2

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Process Characteristics</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Effect on Succeeding Work</td>
<td>M</td>
</tr>
<tr>
<td>2</td>
<td>Technology Content and Quality (TQ)</td>
<td>H</td>
</tr>
<tr>
<td>3</td>
<td>Requirement of Coordination (RC)</td>
<td>M</td>
</tr>
<tr>
<td>4</td>
<td>Coordination with External Agencies (EA)</td>
<td>L</td>
</tr>
</tbody>
</table>