

# 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.

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