

H. Rami: Supply Chain Manager's Weekly Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30	stand-up meeting (D)	stand-up meeting (D)	stand-up meeting (D)	stand-up meeting (D)	stand-up meeting (D)
9:00					
9:30		visits to customers/suppliers (W)	supply chain continuous-improvement meeting (W)		
10:00					
10:30				flow management meeting (W)	KPI analysis with Quality Control and Finance (W)
11:00					
11:30	general information meeting (W)				
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00			participation safety / TPM (2W)	ERP project and data maintenance (W)	individual appointments with subordinates and superiors / follow-up of targets and training (2W)
3:30					
4:00	DDS&OP meeting / follow-up and preparation (M)		individual appointment with manager (M)		
4:30					
5:00					
5:30					
6:00					

Frequency of meetings:

- D: daily
- W: weekly
- 2W: every two weeks
- M: monthly