



Handbags and Capacity

Action Plan for Volume & Capacity Calculators

more money for shoes

Action Plan for Volume & Capacity Calculators

Prepare a volume capacity calculator template based on your current business situation taking care to tailor the provided template to match your business.

Review the information generated from the volume and capacity calculator and think about the following:

- Are you happy with the number of clients that can be serviced / number of jobs that can be completed / number of goods that can be produced
- Would you like the amount of goods / services produced by your business to be higher or lower

Prepare a revised capacity calculator following your review, to show what you would ideally like to produce per year

Implement

- Compare the two volume and capacity calculator results and clearly identify what needs to be changed to help achieve the desired results which may include:
 - Increasing or decreasing employee hours
 - Increasing or decreasing the number of employees
 - Increasing or decreasing the percentage of time that your employees spend on fee earning activity
 - Looking for ways to reduce the average time to complete a job
- Set a timeline for making these changes happen
- Regularly monitor that the deadlines set for these changes are being adhered to & review the capacity calculator at least annually

Repeat the process on a regular basis to monitor your income producing capacity. Also repeat the process when trying to decide if additional staff should be put on, or if new technology and equipment should be purchased etc.

Who will do it	What will they do	By When	Ongoing