

Goals for Quarter 1, 2001

Goal	Reached by	Actor	Indicators
Importation costs in QB	20/01/2001	CM	Summary presented to AR Summary discussed with AR, MT
Daily workshop planning meeting established	20/01/2001	AR, HK	One week of planning meetings One week's set of planning charts
Daily reception report presented next day by 09:00 hrs to dirs	27/01/2001	ED	Completed reports for a week: accurate and complete Approved by dirs
Daily administrative report presented next day by 09:00 to dirs	27/01/2001	CM	Completed reports for a week: accurate and complete Approved by dirs
Complete stock control	27/01/2001	CM	Codes in pricelist Items in QB using codes, prices in US\$, qty
Bank reconciliation operative	03/02/2001	CM, MT	Summary presented to AR Summary discussed with AR
Computerised reception and administrative reports	17/02/2001	AR	Operative Access reporting system Past reports entered by ED
Stock taking using QB listing	17/02/2001	CM, AR, AA	Count list generated by QB Stock taking by CM, AA Summary presented to AR
Reorder report generated by QB	24/02/2001	AR, MT	Accurate reorder report generated by QB Report approved by AR