



PoC Weekly Checklist

The PoC Weekly is the most important meeting during the time when the PoC is ongoing in your facility. The PoC offers you a great opportunity to learn and adapt to the new process. To make sure that this is the case, this checklist will guide you through the meeting.

Participants

- Warehouse management
- Operations management
- Project management
- Logistics planning
- Shift Lead or Team Lead

Others: _____

Agenda

- KPI reporting _____
- Did problems occur? (how to prevent...)
 - 1) _____
 - 2) _____
 - 3) _____
- Which processes or scenarios can be improved?
 - 1) _____
 - 2) _____
 - 3) _____
- Summary of the week

