

Module Five

Manpower forecasting



Manpower planning is the process of getting the right number of qualified people for the right job at the right time. It is a system for matching the supply of people (existing collectors and new recruits) with requirements for specific orders over a given timeframe. Manpower plans are prepared for short or long time periods. There is no single correct approach to manpower planning. Groups of collectors and coordinators should identify their short-run and long run manpower needs.

The method most suitable for the aquarium fish trade is the Workload Analysis. Here, the coordinator or collectors calculate the number of persons required for various jobs with reference to a planned output. For example:

Job: Packing

Planned output for the order -----units
 Standard hours per unit -----hours
 Planned hours required -----hours
 Productive hours per person per order fulfillment-----hours
 No. Of workers required -----

Refer to MAMTI time-and-motion study

Equipment, Materials and Supplies, and Logistical Requirement Planning

To determine the needs for a particular order, you should have:

1. Order Sheets. The quantity and average size of species ordered will determine the quantity and type of materials and other logistical requirements needed to fill in the order.
2. An estimate of lead time required to make a purchase, rent, and coordinate; an estimate of time required to acquire the materials and supplies, equipment, and logistics needed to fill that order, including time for delays.

3. An inventory of on-hand materials and supplies. The inventory balance will determine quantity and type of materials and supplies to be purchased to fill in the order and to keep remaining stocks.

Capacity Planning and Management

There are two components of Capacity Management:

- Capacity Planning (creating a "do-able" plan)
- Capacity Control (ensuring that the plan is met)

Without capacity and materials to meet the demand, the plan cannot be valid.

Capacity Planning is required to manage the demand and the capacity to meet it: Sales and Operations Planning. Capacity Planning is concerned with how to produce the order.

Capacity Planning involves determining how to assign collection to boats, holding facilities, and collectors. Capacity Planning also involves how to assign shipment tasks to collectors or helpers.

Information that is needed in Capacity Planning includes:

1. planned orders or orders under negotiation
2. the status of orders in process
3. routings, including setup and run time
4. availability of boats and holding facilities
5. availability of collectors
6. availability and willingness of other groups of collectors to fill in the order