

AMS		Job 5x5 Staff - # 59		Kathy Stacey - Purchasing			11/6/04					
Actions		How	Measurement	Target	Performance Report	Timing	Risk					
							R1	R2	R3	R4	R5	R6
S59.1 Acquire Accessories												
S59.11	Asses current&new accessory trends		Trends Report	1		Q	●	●	●	●	●	●
S59.12	Assist in arranging supliers		Completed NSSP	1			●	●	●	●	●	●
S59.13	Order replacement stock		The order	1		D	●	●	●	●	●	●
S59.14	Confirm product delivery		Discrepancy Report			W	●	●	●	●	●	●
S59.15	Raise transfers						●	●	●	●	●	●
S59.2 Co-Ordinate Suppliers												
S59.21	Organise new supplier or product		new stock each year	5%			●	●	●	●	●	●
S59.22	Communicate with suppliers		No of incident reports	0			●	●	●	●	●	●
S59.23	Confirm quality with suppliers		Probity check on new	1			●	●	●	●	●	●
S59.24	Make claims		\$ Not recovered	0			●	●	●	●	●	●
S59.25	Approve payments		No of incorrect approvals	0			●	●	●	●	●	●
S59.3 Manage Merchandising												
S59.31	Provide pilot displays		Report on Analysis Checklist				●	●	●	●	●	●
S59.32	Provide product information		Electronic Fact sheets for all				●	●	●	●	●	●
S59.33	Inform Stores and train managers		Store sign-offs				●	●	●	●	●	●
S59.34	Formally communicate with stores		Written record				●	●	●	●	●	●
S59.35	Introduce new accessories		A number of Items				●	●	●	●	●	●
S59.4 Analyse Performance												
S59.41	Undertake audit of stores performance	Store Check List	Meets Audit Levels				●	●	●	●	●	●
S59.42	Review sales& gross margins		Sales				●	●	●	●	●	●
S59.43	Review stock turns of lines-guidelines		Number of Turns				●	●	●	●	●	●
S59.44	Detail dead stock		% Dead Stock				●	●	●	●	●	●
S59.45	Implement Analysis Check List	Analysis Check List	Wkl Analysis				●	●	●	●	●	●
S59.5 Audit & Report												
S59.51	Report on new seasons¤t accessories & trends		Reports Qtr On Time				●	●	●	●	●	●
S59.52	Recommend actions on MASA Audit results		Reports Once Audit Completed				●	●	●	●	●	●
S59.53	Report on dead lines		Weekly Report				●	●	●	●	●	●
S59.54	Report on Analysis Checklist		Weekly Report to Stores				●	●	●	●	●	●
S59.55	Raise Incident Report	Incident Report Template	Incident report	Zero Incidents			●	●	●	●	●	●

