**MRM AGENDA**

1. **Department Name-** Sales & Marketing
2. No of Customer Enquiry (Region wise)
3. No of Sample submission & their approval status
4. Scorecard for customer satisfaction
5. List of new added Customers & List of discontinued customers
6. List of New Products Enquiry & status
7. Average Monthly Sale
8. No of Customer Complaints (Region wise) & status
9. Target for sales for next six months
10. Quotation submission conversion rate
11. Improvement Plan
12. KPI/Objectives
13. **Department Name –** Design & Development
14. List of NPD product

1. **Department Name**- Tool Room
2. Status of Mold preventive maintenance
3. Routine mold breakdown
4. No of New mold manufacturing
5. Preventive maintenance of Tool Room Machines
6. Improvement Plan
7. Trainings (Plan vs Actual)
8. Manpower absenteeism
9. Trend for Safety
10. Reduction of Process wastage to save Environment.
11. KPI/Objectives
12. **Department Name** – Production (Compression & Injection Molding)
13. Production efficiency (Plan Vs Actual)
14. Machine Down Time Record
15. Interna Rejection PPM & Corrective Actions
16. Internal Rework PPM & Corrective Actions
17. Consumption of SMC (Plan Vs Actual)
18. Consumption of DMC (Plan Vs Actual
19. Manpower absenteeism
20. Treand for safety
21. Reduction of Process wastage to save Environment.
22. On job Training (Plan Vs Actual)
23. Mold Down time
24. Improvement Plan
25. KPI/Objectives
26. **Department Name**-Maintenance
27. Preventive & Predictive maintenance Plan of Plant Machinery
28. Machine Breakdown analysis
29. Treand for Power Consumption (Office block, Inj,cm,Tool room etc.)
30. Trend for diesel consumption
31. MTTR & MTBF analysis
32. Stock for Critical spare parts
33. On job training
34. Manpower absenteeism
35. Improvement Plan
36. KPI/Objectives
37. Reduction of Process wastage to save Environment.
38. **Department Name**- Quality
39. Treand for Customer Complaints and Corrective Actions
40. Internal Rejection corrective Actions
41. Internal Rework and Corrective Actions
42. Trend for Supplier Quality
43. Calibration & Validation status of Measuring equipment’s
44. Cost of Poor Quality
45. Trend for Laboratories Testing
46. Result of Internal & External Audits
47. On Job Training
48. KPI/Objectives
49. New developed sample status
50. **Department Name-** Purchase
51. RM & Consumable material Plan Vs Actual
52. RM & Consumable material Minimum inventory Level
53. New Supplier Introduction
54. Trend for Supplier Audits
55. Supplier Performance and Corrective Actions
56. Plan for Improvement (Cost saving)
57. KPI/Objectives
58. Supplier OTD
59. **Department Name** – Store
60. FG & RM Stock verification
61. Customer OTD
62. KPIs/Objectives
63. Transporter OTD
64. Supplier OTD
65. FIFO
66. Improvement Plan
67. KPI/Objectives
68. **Department Name**- HR
69. Training (Plan Vs Actual)
70. Safety Calendar
71. Mock drills
72. Manpower Absenteeism
73. TNI
74. Skill Matrix
75. Competency matrix
76. Improvement Plan
77. Statutory and regulatory Compliances
78. Welfare social recognition (Rewards Distributions)
79. KPI/Objectives