

# Daily Routine Checklist | Project Manager

See Monday Meeting Below

- Clock in** -EPMS Enterprise
- Email** checked in Outlook
- Overnight **messages** checked on answering service
- Meet with Department Supervisors about **special concerns** on today's schedule, if necessary
- Open **System100**: Check **Calendar Events** & Special Tasks Assignments, Internal Emails and Company Memos (**Home Page**)  
(If late or have been absent, **Absenteeism** form filled out in System100)
- Out of House Jobs** scheduled for return today: arrangements made for pick-up or delivery
- Tickets in **Out of House Jobs** box reviewed for delays; Check with vendors on jobs due back tomorrow
- Requests for Leave **HR-10002** & Absent/Tardy **HR-10003** forms received:
  - Printed out
  - Signed by personnel
  - Entered in System100 calendar (PA-320)
  - Placed in Accounting Vacation Folder

Noon

- Clocked out** for lunch
- Email** checked in Outlook
- System100** checked for special Tasks, Emails or Company Memos

2:00  
PM

- HOUSE STOCK - 100#T Gloss** inventory reviewed and ordered if necessary
- Parts Ordered**  Pressroom  Bindery  Prepress  Prepress  Maintenance  Gen Office/ Accting

- Supplies Ordered**  Ink  Pressroom  Bindery

- New Supplies loaded in Enterprise & Haz Mat note assigned (if applicable)
- Haz Mat Availability Report printed & placed in MSDS binder (Reports; Custom Reports: Reports: Print Haz Mat Avail. Report)
- Paper Purchase Orders** **PA-7003** faxed to vendors for jobs that have been entered today
  - Stock price updates made in computer (if applicable)
- Job Ticket copies** reconciled to paper ordered; Stock To Be Pulled cards (**SR-804**) completed; all placed in Job Ticket Copies bag
- Quotes reviewed** with General Manager (large jobs, special customers, special projects etc...)
- Negotiated price** for large freight shipments with freight lines  Submitted by employees reviewed in System100  
**System Busters CAPA**  Entered in System100 (including Vendor error)
- Green Tag **Return to Inventory** (**IM-802**) information entered in Enterprise

3:00  
PM

- New Equipment entered in System100 Asset Inventory (if applicable)
- Paper Purchase Orders** faxed to vendors have been confirmed received by vendor
- Production Schedules** updated, printed out & distributed **PA-3048**
- Printer's Room** | Air set to **75 Degrees** | Heat set to **65 Degrees**
- Company documents updates completed (if applicable)
- Ideas for Systems, System updates, Company Projects or Suggestions that might improve my department or company entered into System100 TQM **Suggestions- Improvement**
- Office cleaned (100% System of Cleaning)
- Daily Routine Checklist & Time sheet placed in designated location
- GATF Color Print Test scheduled in Enterprise, on #J38240 (**Bimonthly**: Jan, Mar, May, July, Sept & Nov)

Monday

- Meeting** with *General Manager* at 10:00 a.m.
- System Busters** submitted
- Productivity Report on Departments reviewed
- Document Updates needed-derived from meeting with General Mgr.-entered as Tasks in System100

- Tasks entered for system changes needed due to System Busters (PA-333)
- Completed Orders Report printed, price cut off, copy made & given to CSRs  
Reports; Menu Bar-"Estimates/ Orders"/ select "Orders"; Orders (Sort by Account #); Select "All accounts"; Date Range-last Monday through last Friday; Order Status- Complete & History; Select 'Completion Date' in Date Range box
- Clock out in Enterprise & print Time sheet (landscape)



# Daily Routine Checklist | Project Manager

**Random Job Ticket Audit** completed **NOTE:** Enter Job numbers below

J	<input type="text"/>	J	<input type="text"/>	J	<input type="text"/>	J	<input type="text"/>
J	<input type="text"/>	J	<input type="text"/>	J	<input type="text"/>	J	<input type="text"/>
J	<input type="text"/>	J	<input type="text"/>	J	<input type="text"/>	J	<input type="text"/>
J	<input type="text"/>	J	<input type="text"/>	J	<input type="text"/>	J	<input type="text"/>
J	<input type="text"/>	J	<input type="text"/>	J	<input type="text"/>	J	<input type="text"/>
J	<input type="text"/>	J	<input type="text"/>	J	<input type="text"/>	J	<input type="text"/>

- Job Ticket- Driver Checklist** completed
- CTP QC Checklist (PP-688) **YELLOW**
- Signed Customer Proof (If applicable)
- Pressroom QC Checklist (PD-514 or PD-543) **GOLD**
- Bindery QC Checklists (multiple versions)
- Samples in Ticket

All discrepancies or incomplete systems from above list has a corresponding System Buster (**PA-333**)

**Wed**

- Refrigerator/ Freezer cleaned out (MT-106) (HR-1028)
- BREAK ROOM Candy jars refilled & more ordered if necessary
- Confirm UPS auto export hasn't been changed (Manually transfer data if it has been changed (SR-805)  
Shipping comp: Menu Bar; UPS Online Connect; Automatic Export During End of Day; 1 Web Export (should have a check mark next to it)
- Company Website** emails tested (WM-1510)
- Archive Report printed, price cut off, 2 copies made & given to Prepress Supervisor, original report shredded

Reports; Menu Bar-"Estimates/ Orders"; select 'Orders'; Orders (Sort by Job #); Select "All accounts"; Date Range- last Wednesday through this Tuesday; Order Status- Complete & History; Select "Completion Date" in Date Range box

**Thur**

- Benchmark Reports for last week created in System100 & emailed to Prepress Sprvsr, Plant Admin & Gen Mgr  
(Dept- All; Date Range {last Thursday- this Wednesday}; Productivity to Display- Total (only); Format- PDF)
- Estimated vs. Actual Summary Report for last week printed & reviewed  
(Job Costing; Reports; Estimated vs Actual Reports; Report Type- Cost Center Summary; Date Range: last Thursday- this Wednesday)

**Fri**

- Paper inventory reviewed & standard stock running low added to today's paper order
  - 20# Bond
  - 80#C Lynx
  - 2 Part NCR
  - #10 Reg Env
  - #10 Window Env
- Benchmark Reports for last week dated & posted in each Department (**Prepress, Bindery & Pressroom**)
- Paychecks distributed
- System100 Document Update viewed for documents NOT moving thru update process
- Pressroom Preventive Maintenance scheduled in Enterprise, on #J41147 for Monday (PD-540)
- Update status of cancelled web orders for this week on website (**if applicable**)

**1st**

- (February only) Post TOSHA Injury Log Summary; File last year's Summary in TOSHA file box
- (November only) Christmas Card/ Gift Procedure implemented (PA-361)
- Plate Waste Reconciliation completed (**PA-377**)
- UPS Quantum View opened (*to keep account active*)  
(Log on to UPS.com using Quantum user id & pass; Tracking; Track w/ Quantum View; Quantum View Manage; View Outbound)
- Roller Inventory Report printed out & given to Pressroom Supervisor
- System Buster Report (Employees, 3 or more events) for last month printed & given to General Manager
- Benchmark Reports for last month created in System100 & emailed to Prepress Supervisor & Gen Mgr
- Benchmark Reports for month before last created in System100 & emailed to Plant Administrator  
(Dept= All; Date Range {1st- 31st}; Productivity to Display- Total (only); Format- PDF)
- Printing Unit Inspection scheduled in Enterprise on #J41148 (verify from email received which press will be worked on)
- Reconcile billing in Enterprise for previous month with QuickBooks P & L Report received from accounting (**Reports; Custom Reports; Reports; Invoice Reconcile; Select first & last day of previous month; print landscape**)

**1<sup>st</sup> of each QTR**  
Jan, Apr, July & Oct

- Missing Invoice # Report (From Bookkeeping Dept.) checked & reconciled
- Open Invoice Report (From Bookkeeping Dept.) checked & reconciled
- First Aid kits restocked in pressroom & bindery
- Top Customer Sales Report Summary reviewed for Sales Rep needed & order placement reduction

**Jan & July**

- Water/ice filter replaced in break room refrigerator

I have completed(or acknowledged) every line on this checklist

User: \_\_\_\_\_

Sign: \_\_\_\_\_

Date:

**Yearly Employee Evaluations Completed:**  CSRs  Bindery  PrePress  Pressroom

**All documents for these depts reviewed in Operations Manual for Updates needed or Deactivation:**

- 300 Prod Admin
- 700 Customer Service
- 1000 Human Resources