

A Production Manager's First 90 Days Checklist

- **First 30 days**
 - Vibes well with the team
 - Ex. take folks to lunch; \$100/wk to spoil team members; make sure he spends
 - People management - Handle current processes
 - Build/improve/document processes
 - Cleaning/maintenance; Creating a routine
 - Press maintenance
 - Floor clean up
 - Squeegees/ink
 - Screens
- **First 60 days**
 - How can owner get good at delegating?
 - Creating resolution tree to fix problems
 - \$100+ problems, let me know
 - <\$100 problems, fix it on your own
 - Mistake tracker to review weekly
- **First 90 days**
 - Dealing with operational problems
 - Short/missing items
 - Working with sales rep to let customers know
 - Handling production schedule/changes (screen printing & embroidery)
 - Schedule and group similar orders for screen printing and embroidery work
 - Take into count deliveries to optimize
 - Delivery schedule manager
 - People management - Interview/train someone new