Order production tracker: which stage ran late?

How many days did each order spend in each stage, and is it late against what was agreed?

1 Use it in 4 steps

1. One line per order: the number, the piece and the agreed time in days.
2. When each stage is finished, type the number of days it took.
3. The sheet adds up the days and compares them with the agreed time.
4. If an order does not go through a stage, leave it empty. Delete the "Example" rows before you start.

2 The calculation

1. Total days = the sum of the days in each stage.
2. Days late = total – agreed time (when it is above zero).
3. Longest stage = the stage that took the most days on that order.

3 Worked example Example

Order	Piece	Agreed time (days)	Total days	Days late	Longest stage	Status
Example: 701	Wedding bands with names	7	4	0	Finishing	On time
Example: 702	Set with stones	10	11	1	Stone setting	Late
Example: 703	Bracelet	5	5	0	Finishing	On time

Result	Value
Total days late	**1**

4 The table: fill it in by hand

Order	Piece	Agreed time (days)	Casting	Finishing	Stone setting	Polishing	Total days

Prices and calculations are for information only. They are not financial advice, an offer to buy or sell, or a religious ruling. Check tax matters with your accountant.