

Central Delivery Team – Delivery Systems & Standards

# Auto IWT Forecasting

A Managers and CWU Representatives Guide

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## Version Control

Version	Released	Description
1.0	11 Feb 2015	Agreed with CWU
1.1	13 Feb 2015	Format changes as agreed at IDP
1.2	24 Feb 2015	Correction to traffic +/-ve conventions

## Background

As part of the Delivery Focus programme, Royal Mail aims to standardise and simplify the systems we use in Delivery Offices. Where possible we will endeavour to create electronic solutions to minimise the amount of manual inputting that needs to happen and in so doing reduce the work required of Delivery and Planning Teams.

We need to ensure consistent use of agreed systems and standardisation of approach. The Automation of the IWT Forecasting supports the version 4.2 of the [Resourcing Guidelines](#) agreed between Royal Mail and the CWU. This guide should be used in conjunction with that document.

## Pre-requisites

The Auto IWT Forecasting Tool takes feeds from [Auto IWT](#) to enable workload calculation. It is therefore imperative that the Auto IWT set up corresponds with the unit under review. The agreed Resourcing Meeting Principles states that “to support the effectiveness of the meeting all relevant office data needs to be kept up to date i.e. office establishment, staff in post, DTFT, IWT set up” therefore there is a clear joint commitment to maintain unit tools, systems and data.

### Auto IWT

The Auto IWT gives exactly the same results as the existing Excel IWT with the same inputs.

It differs in that all the inputs are lifted automatically from Business data sources. This has three advantages:

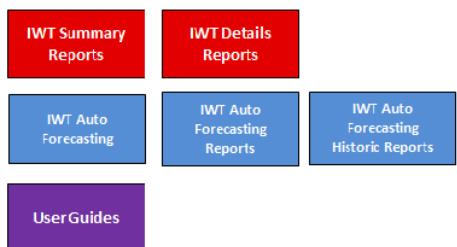
1. No additional data entry is required reducing workload for the Delivery Office Team.
2. Traffic and hours inputs are the officially reported numbers ensuring consistent data.
3. The Auto IWT is always completed.

The Data Sources used are:

Traffic – DIRT  
Hours – RCS  
Redirections – Redirections System  
Door 2 Door – Pegasus/D2D  
Walks – Pegasus

### Available Reports

This site provides reports related to Delivery Office Reporting. Further reports will be added in the future. Select from the available report areas below.



Your Directorate [Technical Lead](#) has access to AutoIWT to update the DO Configuration (Local Inputs, Delivery Details etc.) once the changes have been agreed locally between the DOM and CWU representative who should keep the configuration under review at weekly resourcing meetings.

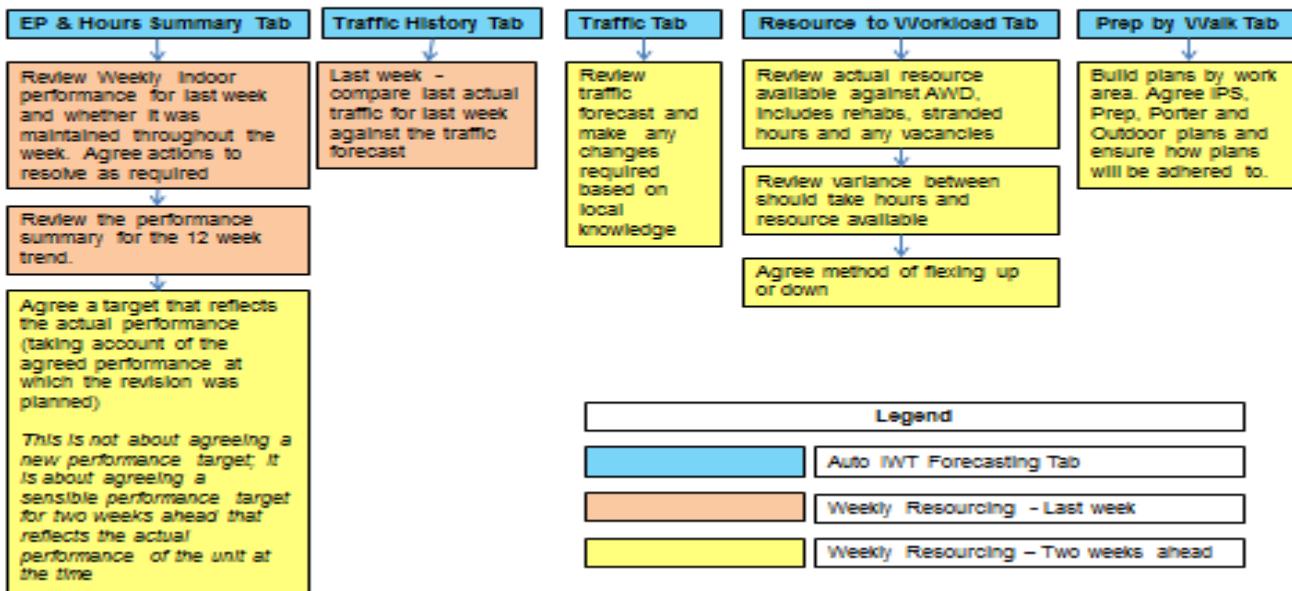
If the Auto IWT baseline AWD data is incorrect then changes should be signed off by the DSM after the DOM and CWU representative have agreed within the weekly resourcing meeting that the AWD data needs updating. Then an Establishment Change Request should be made to your directorate [Technical Lead](#) detailing the approved daily establishment hours (N.B. this must be the AWD & SA combined and must match RCS).

## Help and Guidance

Further Help and Guidance on the Tool can be obtained from Technical Managers and Optimisation Champions

## Auto IWT Forecasting and RTW

### How Auto IWT Forecasting Supports the Agreed Resourcing Guidelines



## Accessing Auto IWT Forecasting

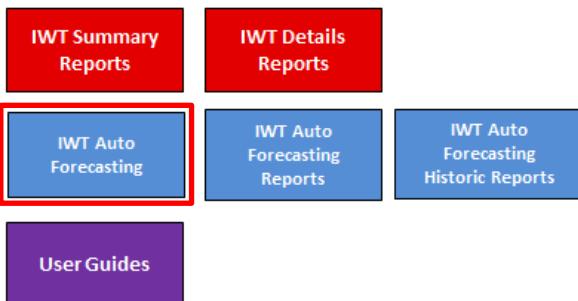
Click on this link to [AutoIWT](#) and you will open the AutoIWT Home page.

Tip: Click on  Favorites and  Add to Favorites...

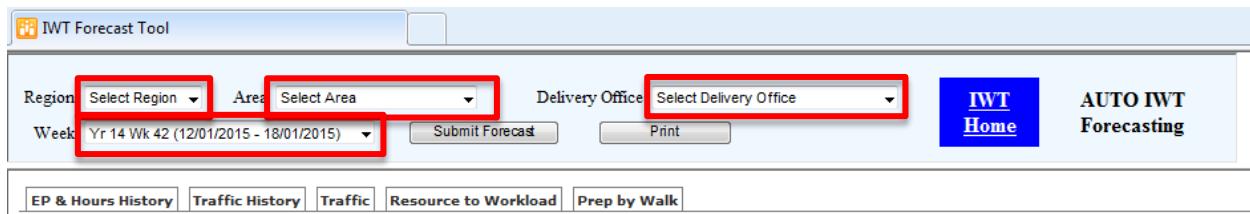
Click on the  button under "Available Reports".

### Available Reports

This site provides reports related to Delivery Office Reporting. Further reports will be added in the future. Select from the available report areas below.



## Auto IWT Forecasting – Selecting Delivery Office and Forecast Week



The screenshot shows the 'IWT Forecast Tool' interface. It features four dropdown menus: 'Region' (Select Region), 'Area' (Select Area), 'Delivery Office' (Select Delivery Office), and 'Week' (Yr 14 Wk 42 (12/01/2015 - 18/01/2015)). Below these are 'Submit Forecast' and 'Print' buttons. To the right are 'IWT Home' and 'AUTO IWT Forecasting' buttons. At the bottom are links for 'EP & Hours History', 'Traffic History', 'Traffic', 'Resource to Workload', and 'Prep by Walk'.

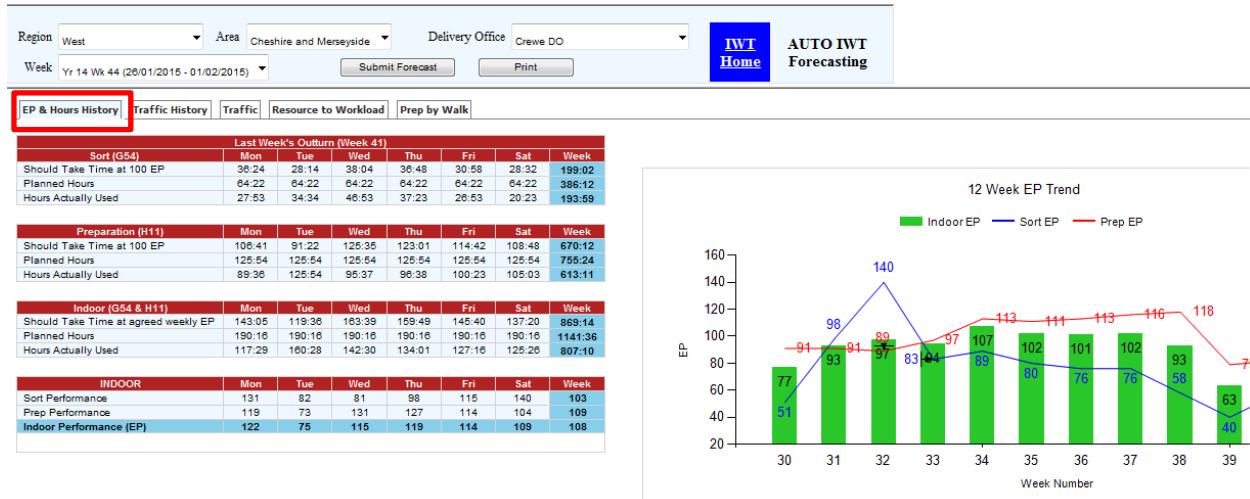
Use the drop down selections to select;

- Region
- Area
- Delivery Office
- Forecast Week

The EP & Hours History will then be displayed for the selected unit.

## EP & Hours History Tab

The EP & Hours History tab displays details of last week's outturn (should take time, planned hours, actual hours by day/week) along with a graph of the latest 12 week EP trend for sort, prep and total indoor for the selected Delivery Office.



The resource meeting should use this data to:

- Review the weekly indoor performance and determine whether the agreed performance was maintained throughout the week and determine resolutions going forward.
- Understand if the unit balanced workload and if not, why not? Gain a joint understanding of the reasons workload was not balanced and agree actions to resolve going forward.
- Review the 12 week EP trend performance summary for sort, prep and total indoor with the aim of agreeing a target performance for the weekly resource meeting that reflects the actual performance taking into account the agreed performance at which the revision was planned.  
*This is not about agreeing a new performance target; it is about agreeing a sensible performance target for 2 weeks ahead that reflects the actual performance of the unit at the time.*

## Traffic History Tab

The Traffic History tab displays the Forecast versus Actual Traffic by stream for the last 12 weeks. A minus figure indicates the actual traffic was below forecast and a plus above forecast traffic

Forecast versus Actual Traffic - Last 12 Weeks																		
Week	Sequenced Letters			Walk Sorted Letters			Walk Sorted Large Letters			Manual Letters			Manual Large Letters			Manual Packets		
	Actual	Fcast	Var.	Actual	Fcast	Var.	Actual	Fcast	Var.	Actual	Fcast	Var.	Actual	Fcast	Var.	Actual	Fcast	Var.
35	158,755	129,245	23%	0	0	0%	0	0	0%	13,695	19,221	-29%	35,542	34,161	4%	22,024	23,164	-5%
36	179,254	182,714	-2%	0	0	0%	0	0	0%	36,443	34,979	4%	38,304	31,135	23%	30,496	25,804	18%
37	201,376	179,956	12%	0	0	0%	0	0	0%	78,453	71,575	10%	23,351	26,501	-12%	33,476	29,220	15%
38	201,398	180,697	11%	0	0	0%	0	0	0%	81,806	79,192	3%	29,989	25,496	18%	29,638	29,517	0%
39	83,915	139,363	-40%	0	0	0%	0	0	0%	29,552	17,973	64%	24,656	20,449	21%	13,050	10,177	28%
40	89,563	160,695	-44%	0	0	0%	0	0	0%	18,126	10,414	74%	35,851	39,860	-10%	10,525	12,030	-13%
41	148,620	152,682	-3%	0	0	0%	0	0	0%	25,365	17,452	45%	46,788	64,443	-27%	16,507	15,335	8%
42	152,488	165,240	-8%	0	0	0%	0	0	0%	13,273	12,648	5%	36,192	50,898	-29%	14,658	16,040	-9%
43	131,081	130,198	1%	0	0	0%	0	0	0%	12,393	12,891	-4%	31,407	45,275	-31%	15,688	15,918	-1%
44	129,894	123,274	5%	0	0	0%	0	0	0%	10,222	16,437	-38%	39,690	29,979	32%	13,378	15,350	-13%
45	163,883	140,175	17%	0	0	0%	0	0	0%	10,586	10,580	0%	34,375	29,560	16%	14,157	16,630	-15%
46	160,775	178,108	-10%	0	0	0%	0	0	0%	18,590	13,200	41%	29,163	34,234	-15%	16,589	16,845	-2%
Average	150,084	155,196	-3%	0	0	0%	0	0	0%	29,042	26,380	10%	33,776	35,999	-6%	19,182	18,836	2%

Week	Large Packets			Tracked Packets			Special Delivery			Business Reply			Door to Door			Total Items		
	Actual	Fcast	Var.	Actual	Fcast	Var.	Actual	Fcast	Var.	Actual	Fcast	Var.	Actual	Fcast	Var.	Actual	Fcast	Var.
35	1,660	1,725	-4%	1,656	1,815	-9%	643	642	0%	2,434	1,502	62%	48,210	39,162	23%	284,619	250,637	14%
36	2,321	1,921	21%	2,163	2,114	2%	735	735	0%	2,560	1,181	117%	25,926	50,058	-48%	318,202	330,641	-4%
37	2,551	2,175	17%	2,377	2,621	-9%	848	743	14%	2,335	967	141%	35,370	39,408	-10%	380,137	353,166	8%
38	2,297	2,197	5%	2,170	2,493	-13%	1,140	1,110	3%	3,139	1,439	118%	15,708	9,354	68%	367,285	331,495	11%
39	1,016	10,178	-90%	934	828	13%	760	495	54%	1,729	1,530	13%	18,572	0	> 500%	174,184	200,993	-13%
40	773	12,032	-94%	893	997	-10%	388	349	11%	1,148	745	54%	23,460	33,536	-30%	180,727	270,658	-33%
41	1,237	1,142	8%	1,119	1,427	-22%	560	571	2%	1,942	1,217	60%	34,812	98,496	-65%	276,950	352,765	-21%
42	1,085	16,040	-93%	1,108	1,111	0%	575	454	27%	2,504	681	268%	75,240	57,420	31%	297,123	320,532	-7%
43	1,168	15,917	-93%	1,090	1,094	0%	638	557	15%	2,658	540	392%	32,022	25,020	28%	228,145	247,410	-8%
44	990	15,349	-94%	1,172	1,064	10%	606	503	20%	1,923	1,270	51%	57,714	39,312	47%	255,589	242,538	5%
45	1,049	16,631	-94%	954	1,209	-21%	620	690	-10%	2,146	1,005	114%	18,972	73,446	-74%	246,742	289,926	-15%
46	1,237	1,254	-1%	1,106	1,150	-4%	535	573	-7%	2,291	1,311	75%	38,244	64,122	-40%	268,530	310,797	-14%
Average	1,449	8,047	-82%	1,395	1,494	-7%	671	619	8%	2,234	1,116	100%	35,354	44,111	-20%	273,186	291,797	-6%

The resource meeting should use this data to:

- Review the Actual traffic against the Forecast Traffic for previous weeks by stream to understand the variance and to make the appropriate traffic adjustment  
e.g. walksorted letters in the above table are showing a large discrepancy therefore it may be prudent to understand any reason behind this and then make the appropriate manual adjustment in the traffic tab in order to make the forecast more robust.
- Review any competitor growth and or reduction

N.B. The traffic history information is the data held in Business Warehouse. To ensure that historic actual traffic and therefore performance are accurate it is critical that the correct traffic feedback process is followed with the Mail Centre Teams to ensure that BW holds accurate data.

## Traffic Tab

The traffic tab displays the forecast traffic volumes for the selected forecast week

EP & Hours History | Traffic History | **Traffic** | Resource to Workload | Prep by Walk

	Forecast Traffic Volumes								
	Mon	Tue	Wed	Thu	Fri	Sat	Week	Adjust all Days Traffic	Reason for Adjustment
Sequenced Letters - Forecast	18,761	8,353	17,973	19,697	18,312	22,909	106,005	<input type="checkbox"/>	
Walk Sorted Letters - Forecast	2	1	1	1	2	2	9	<input type="checkbox"/>	
Walk Sorted Large Letters - Forecast	0	0	0	0	0	0	0	<input type="checkbox"/>	
Manual Letters - Forecast	3,435	2,620	3,251	4,708	2,865	2,383	19,262	<input type="checkbox"/>	
Manual Large Letters - Forecast	6,072	4,772	6,213	8,140	6,333	5,329	36,859	<input type="checkbox"/>	
Manual Packets - Forecast	1,146	1,005	1,043	1,216	1,270	1,008	6,688	<input type="checkbox"/>	
Large Packets - Forecast	74	58	75	87	78	76	448	<input type="checkbox"/>	
Tracked Packets - Forecast	157	90	213	166	155	146	927	<input type="checkbox"/>	
Special Delivery - Forecast	56	158	147	145	152	126	784	<input type="checkbox"/>	
Business Reply - Forecast	34	51	67	75	35	55	317	<input type="checkbox"/>	
Door to Door - Forecast	9,743	9,743	9,743	9,743	9,743	9,743	58,458	<input type="checkbox"/>	
<b>Total Items (exc D2D) - Forecast</b>	<b>29,737</b>	<b>17,108</b>	<b>28,983</b>	<b>34,235</b>	<b>29,202</b>	<b>32,034</b>	<b>171,299</b>	<input type="checkbox"/>	
<b>Total Items (inc D2D) - Forecast</b>	<b>39,480</b>	<b>26,851</b>	<b>38,726</b>	<b>43,978</b>	<b>38,945</b>	<b>41,777</b>	<b>229,757</b>		
Forecast Average D2D contracts	3	3	3	3	3	3	3		

The purpose of this section is to enable adjustment of the forecast traffic to take account of local influencing factors

Click in the relevant cell in the Adjust all Days Traffic column to select the traffic stream that you want to adjust. Adjustments can be made in +/- 1% increments from 1% to 15% then 20% or 25% can be selected. Alternatively the revised figure can be input manually against the relevant traffic stream and day/s. The reason for adjustment should be selected from the drop down menu. If there is more than one reason select the highest impacting reason across the week.

In the example below Sequenced Letters Forecast has been adjusted to apply a 15% reduction due to Direct Delivery Competition and an additional National Mailing of 10,000 Walk Sorted Large letters has been input for Wednesday

EP & Hours History | Traffic History | **Traffic** | Resource to Workload | Prep by Walk

	Forecast Traffic Volumes								
	Mon	Tue	Wed	Thu	Fri	Sat	Week	Adjust all Days Traffic	Reason for Adjustment
Sequenced Letters - Forecast	18,761	8,353	17,973	19,697	18,312	22,909	106,005	<input checked="" type="checkbox"/>	
Adjusted	15,947	7,100	15,277	16,742	15,565	19,473	90,104	-15%	Direct Delivery Competition
Walk Sorted Letters - Forecast	2	1	1	1	2	2	9	<input type="checkbox"/>	
Walk Sorted Large Letters - Forecast	0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	
Adjusted	0	0	10,000	0	0	0	10,000	0%	National Mailings
Manual Letters - Forecast	3,435	2,620	3,251	4,708	2,865	2,383	19,262	<input type="checkbox"/>	
Manual Large Letters - Forecast	6,072	4,772	6,213	8,140	6,333	5,329	36,859	<input type="checkbox"/>	
Manual Packets - Forecast	1,146	1,005	1,043	1,216	1,270	1,008	6,688	<input type="checkbox"/>	
Large Packets - Forecast	74	58	75	87	78	76	448	<input type="checkbox"/>	
Tracked Packets - Forecast	157	90	213	166	155	146	927	<input type="checkbox"/>	
Special Delivery - Forecast	56	158	147	145	152	126	784	<input type="checkbox"/>	
Business Reply - Forecast	34	51	67	75	35	55	317	<input type="checkbox"/>	
Door to Door - Forecast	9,743	9,743	9,743	9,743	9,743	9,743	58,458	<input type="checkbox"/>	
<b>Total Items (exc D2D) - Forecast</b>	<b>29,737</b>	<b>17,108</b>	<b>28,983</b>	<b>34,235</b>	<b>29,202</b>	<b>32,034</b>	<b>171,299</b>	<input type="checkbox"/>	
Adjusted	26,923	15,855	36,287	31,280	26,455	28,598	165,398		
<b>Total Items (inc D2D) - Forecast</b>	<b>39,480</b>	<b>26,851</b>	<b>38,726</b>	<b>43,978</b>	<b>38,945</b>	<b>41,777</b>	<b>229,757</b>		
Adjusted	36,666	25,598	46,030	41,023	36,198	38,341	223,856		
Forecast Average D2D contracts	3	3	3	3	3	3	3		

The resource meeting should use the traffic tab to:

- Review the traffic forecast and determine if there are any changes required based on local knowledge
- Make the agreed changes and note the variance from the Auto IWT Forecast
- Jointly agree the forecast traffic for resourcing to workload

## Resource to Workload Tab

The purpose of the resource to workload tab is to provide a standard system for units to resource to workload taking account of performance targets, resource available, resource to workload requirements to meet agreed targets and understanding the impact of resourcing decisions on the planned performance.

This section is used to review the resource requirements against the amended traffic forecast in line with the jointly agreed resourcing guidelines.  Show Guide: default is on, untick to hide guide.

		EP & Hours History	Traffic History	Traffic	Resource to Workload	Prep by Walk									
Performance Target	Agreed Unit EP	100	100				Sort	Prep							
	Agreed Weekly EP	100	100												Show Guide: <input checked="" type="checkbox"/>
Resource Available	AWD Sort Hrs (G54)			14:48	11:13	14:33	18:03	13:53	12:05	84:35					
	Sort Hours shortfall/excess to AWD			Available - above AWD (+ve)				0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	Not Available - below AWD (-ve)														
	AWD Prep Hours (H11)			61:35	48:40	60:35	69:15	60:05	55:55	356:05					
	Prep Hours shortfall/excess to AWD			Available - above AWD (+ve)				0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	Not Available - below AWD (-ve)														
Resource to Workload	Sort (G54) Should Take Time at 100 EP			11:53	9:18	12:44	15:10	11:58	10:10	71:13					
	AWD Sort Hours Available			14:48	11:13	14:33	18:03	13:53	12:05	84:35					
	Sort Hours over/under resourced			Over Resourced (+ve)				2:55	1:55	1:49	2:53	1:55	1:55	1:55	13:22
	Under Resourced (-ve)														
	Prep (H11) Should Take Time at 100 EP			48:11	39:41	50:20	52:57	48:18	47:41	287:08					
	AWD Prep Hours Available			61:35	48:40	60:35	69:15	60:05	55:55	356:05					
	Prep Hours over/under resourced			Over Resourced (+ve)				13:24	8:59	10:15	16:18	11:47	8:14	68:57	
	Under Resourced (-ve)														
	Indoor Should Take Time target EP			60:04	48:59	63:04	68:07	60:16	57:51	358:21					
	AWD Indoor Hours Available			76:23	59:53	75:08	87:18	73:58	68:00	440:40					
	Indoor Hours over/under resourced			Over Resourced (+ve)				16:19	10:54	12:04	19:11	13:42	10:09	82:19	
	Under Resourced (-ve)														
Weekly Resourcing Meeting Decisions	Additional/reduction of Sort Hours			Planned Additional (+ve)				0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	Planned Reduction (-ve)														
	Additional/reduction of Prep Hours			Planned Additional (+ve)				0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	Planned Reduction (-ve)														
	Total Indoor Hours Planned			76:23	59:53	75:08	87:18	73:58	68:00	440:40					
Planned EP	Sort Performance			80:3	82:9	87:5	84	86:2	84:1	84:2					
	Prep Performance			78:2	81:5	83:1	76:5	80:4	85:3	80:6					
	Forecast Performance (EP)			78:6	81:8	83:9	78	81:5	85:1	81:3					

### Performance Target

Set the agreed weekly EP for the forecast week under review to the agreed resourcing performance target that reflects the actual performance taking into the agreed performance at which the revision was planned (set at 95 for Sort and 95 for Prep in the example below)

		Sort	Prep
Performance Target	Agreed Unit EP	100	100
	Agreed Weekly EP	95	95

The Resource to Workload should take time will recalculate in line with the Agreed Weekly EP that will be displayed

		Mon	Tue	Wed	Thu	Fri	Sat	Week
Resource to Workload	Sort (G54) Should Take Time at 95 EP	12:30	9:47	13:24	15:57	12:36	10:42	74:56
	AWD Sort Hours Available	14:49	11:12	14:33	16:03	13:33	12:03	84:33
	Sort Hours over/under resourced	Over Resourced (+ve)						
	Under Resourced (-ve)	2:18	1:26	1:09	2:06	1:17	1:23	9:39
	Prep (H11) Should Take Time at 95 EP	45:53	37:48	47:56	50:26	46:00	45:25	273:28
	AWD Prep Hours Available	61:35	48:40	60:35	69:15	60:05	55:55	356:05
	Prep Hours over/under resourced	Over Resourced (+ve)						
	Under Resourced (-ve)	15:42	10:52	12:39	18:49	14:05	10:30	82:37
	Indoor Should Take Time target EP	58:23	47:35	61:20	66:23	58:36	56:07	348:24
	AWD Indoor Hours Available	70:23	59:53	75:08	87:18	73:58	68:00	440:40
	Indoor Hours over/under resourced	Over Resourced (+ve)						
	Under Resourced (-ve)	18:00	12:18	13:48	20:55	15:22	11:53	92:16

## Resource Available

The baseline AWD Hours (full time, part time and scheduled attendance) for Sort (G54) and Prep (H11) feed from the unit Auto IWT therefore it is imperative that the AWD in the Auto IWT is correct for the unit as this is the resourcing start point.

If the Auto IWT baseline indoor AWD data is incorrect refer to the Pre-requisites section on page 3 for full details on how to update this.

		Mon	Tue	Wed	Thu	Fri	Sat	Week
Resource Available	AWD Sort Hrs (G54)	14:48	11:13	14:33	18:03	13:53	12:05	84:35
	Sort Hours shortfall/excess to AWD	Available - above AWD (+ve) Not Available - below AWD (-ve)	-1:00	0:00	-1:30	-1:30	-1:30	-7:00
	AWD Prep Hours (H11)	61:35	48:40	60:35	69:15	60:05	55:55	356:05
	Prep Hours shortfall/excess to AWD	Available - above AWD (+ve) Not Available - below AWD (-ve)	-9:00	-10:00	-11:00	-11:00	-11:00	-63:00

The actual hours available or not available in the unit due to weekly factors should be input taking account of potential resourcing issues e.g.

- the number of stranded hours or vacancies e.g. FT covering PT roles (or vice versa),
- any indoor rehabilitation/supernumerary duties performing sort or prep work. N.B. any supernumerary duties should be reconciled with RCS.
- vacancies that affect the indoor hours against planned structure.
- Any short term or long term sickness

*N.B. Sorting and prep hours available above baseline AWD should be input as a positive and AWD that is not available should be input as a negative.*

*Entries should be made as HH:MM, if the colon is omitted errors will be displayed.*

The resource meeting should use this data to review the actual resource available before considering any flexing intervention to achieve the agreed targets for the unit therefore it is crucial that the available indoor hours are accurate.

## Resource to Workload

		Mon	Tue	Wed	Thu	Fri	Sat	Week
Resource to Workload	Sort (G54) Should Take Time at 95 EP	12:30	9:47	13:24	15:57	12:36	10:42	74:56
	AWD Sort Hours Available	14:48	11:13	14:33	18:03	13:53	12:05	84:35
	Sort Hours over/under resourced	Over Resourced (+ve) Under Resourced (-ve)	2:18	1:26	1:09	2:06	1:17	1:23
	Prep (H11) Should Take Time at 95 EP	45:53	37:48	47:56	50:26	46:00	45:25	273:28
	AWD Prep Hours Available	61:35	48:40	60:35	69:15	60:05	55:55	356:05
	Prep Hours over/under resourced	Over Resourced (+ve) Under Resourced (-ve)	15:42	10:52	12:39	18:49	14:05	10:30
	Indoor Should Take Time target EP	58:23	47:35	61:20	66:23	58:36	56:07	348:24
	AWD Indoor Hours Available	76:23	59:53	75:08	87:18	73:58	68:00	440:40
	Indoor Hours over/under resourced	Over Resourced (+ve) Under Resourced (-ve)	18:00	12:18	13:48	20:55	15:22	11:53

The resource to workload table details the Should Take time based on traffic forecast (including any adjustments made in the Traffic tab) at the agreed weekly EP and the resource hours that you actually have available feeding from the Resource Available table. The key outputs are the hours over or under-resourced against sort and or prep.

- If you are over resourced (+ve) you need to consider plans to reduce indoor hours and
- If under-resourced (-ve) you need to consider plans to increase indoor hours.

The resource meeting should use this data to determine flexing interventions in order to achieve the agreed sorting and prep targets for the unit.

## Weekly Resourcing Decisions

Having determined the daily flexing requirements the weekly resourcing meeting should determine the actions required to achieve the agreed sorting and prep targets. Consideration should be given to ad hoc annual leave requests, flexible working requests, part time and full time overtime availability and the unit should agree a method for flexing up or down

The planned additional/reduction sort and prep hours should be entered. Entries should be made as HH:MM, if the colon is omitted errors will be displayed. This should reflect the actual hours that the DOM and CWU Representative agree to put in or take out to balance resource to workload.  
N.B. +ve means hours are being put in and -ve hours being removed

Weekly Resourcing Meeting Decisions	Additional/reduction of Sort Hours	Planned Additional (+ve) Planned Reduction (-ve)	Mon	Tue	Wed	Thu	Fri	Sat	Week
	Additional/reduction of Prep Hours	Planned Additional (+ve) Planned Reduction (-ve)	-6:30	-1:00	-1:30	-8:00	-3:00	0:00	-20:00
	Total Indoor Hours Planned		58:23	47:23	61:08	66:18	58:28	55:30	347:10

## Planned EP (Forecast Performance)

This table details the planned EP based on the resource available and the weekly resource meeting decisions planned versus the amended forecast traffic. If the agreed weekly EP for sorting and or preparation are not achieved then the plan should be reviewed.

Planned EP	Sort Performance	Mon	Tue	Wed	Thu	Fri	Sat	Week
	Prep Performance	96.5	95.8	97.4	94.3	96.9	96	96.1
	Forecast Performance (EP)	94.5	95.4	95	95.5	95.2	95.3	95.1

Having planned your resource for the forecast week review the Forecast EP based on your Proposed Sort and Proposed prep hours.

If the forecast EP is not achieved consider the agreed method of flexing up or down and make decisions to balance workload with resource then amend the Weekly Resourcing Meeting Decisions inputs in line with the agreed actions before submitting your forecast.

## Printing and Submitting Your Forecast

Region <input type="button" value="Select Region"/>	Area <input type="button" value="Select Area"/>	Delivery Office <input type="button" value="Select Delivery Office"/>	<b>IWT Home</b>	<b>AUTO IWT Forecasting</b>
Week <input type="button" value="Yr 14 Wk 45 (02/02/2015 - 08/02/2015)"/>	<input type="button" value="Submit Forecast"/>	<input type="button" value="Print"/>		
<input type="button" value="EP &amp; Hours History"/> <input type="button" value="Traffic History"/> <input type="button" value="Traffic"/> <input type="button" value="Resource to Workload"/> <input type="button" value="Prep by Walk"/>				

Click on the required tab and use the  button to print a copy of the data for review and agreement at the weekly resourcing meeting.

When you have completed your planning for the forecast week, use the  button to submit your forecast traffic and resource plan.

You should then complete the processes as required for further forecast weeks according to which stage of the resourcing cycle the meeting takes place (i.e. min 2 weeks but 12 weeks once a month and annually in September), revisiting and submitting previously forecast weeks as appropriate.

## Prep by Walk Tab

The data shown in the Prep by Walk table gives an indication of the time required to prepare and tie up each delivery and leave the office.

The time is calculated using the daily traffic, apportioned to each delivery by the daily Percentages calculated by the Auto IWT. These percentages are averages and as such the times shown are not exact – they are however a good indicator as to the time the Prep / Tie Down / Leave Office tasks should take

Should the actual preparation time be significantly below or in excess of the time shown in the Prep by Walk tab, then a manual count of the items on that delivery should be undertaken to determine the accuracy of the calculated traffic

Prep Times by Walk												
Walk Name	Monday Detail						Mon	Tue	Wed	Thu	Fri	Sat
	Seq Ltrs	Man Ltrs	Lge Ltrs	Parcels	D2D	Tie Up	Total	Total	Total	Total	Total	Total
ALLAN PARK	0:23	0:02	0:14	0:11	0:06	0:26	1:17	0:59	1:19	1:31	1:23	1:26
BLACKHALL	0:26	0:03	0:16	0:13	0:06	0:26	1:21	1:02	1:24	1:37	1:29	1:31
BRIDGE	0:22	0:02	0:13	0:11	0:05	0:26	1:16	0:58	1:18	1:30	1:22	1:25
BROAD ST	0:21	0:02	0:13	0:10	0:05	0:26	1:15	0:58	1:17	1:30	1:22	1:24
COCKLAW	0:23	0:02	0:14	0:11	0:06	0:26	1:17	0:59	1:19	1:31	1:23	1:26
CROSSGATES	0:25	0:03	0:16	0:12	0:06	0:26	1:24	1:04	1:26	1:40	1:31	1:34
DEWER	0:18	0:02	0:11	0:09	0:04	0:25	1:04	0:49	1:06	1:17	1:10	1:12
DROVERHALL	0:21	0:02	0:13	0:10	0:05	0:28	1:16	0:58	1:18	1:30	1:22	1:25
FOULFORD	0:24	0:02	0:15	0:12	0:06	0:26	1:18	0:60	1:20	1:32	1:25	1:27
GREENBANK	0:21	0:02	0:13	0:10	0:05	0:25	1:10	0:54	1:12	1:24	1:17	1:19
HIGH STREET	0:05	0:01	0:03	0:03	0:01	0:24	0:36	0:27	0:37	0:42	0:39	0:40
KELTY RURAL	0:16	0:02	0:10	0:08	0:04	0:24	0:57	0:44	0:59	1:08	1:03	1:04
KELTYHILL	0:27	0:03	0:16	0:13	0:06	0:25	1:22	1:03	1:24	1:37	1:29	1:32
LEUCHATSBEATH	0:26	0:03	0:16	0:13	0:06	0:26	1:23	1:04	1:25	1:39	1:30	1:33
LUMPHINNANS	0:21	0:02	0:13	0:10	0:05	0:24	1:10	0:53	1:12	1:23	1:16	1:18
MAIN ST	0:17	0:02	0:10	0:08	0:04	0:25	1:00	0:46	1:02	1:12	1:06	1:08
MOSS SIDE ROAD	0:25	0:03	0:15	0:12	0:06	0:25	1:20	1:01	1:22	1:35	1:27	1:29
PERTH ROAD	0:12	0:01	0:07	0:06	0:03	0:23	0:49	0:37	0:50	0:58	0:53	0:54
PO BOX	0:01	0:00	0:01	0:01	0:00	0:23	0:25	0:19	0:26	0:30	0:27	0:28
RURAL 7	0:21	0:02	0:13	0:10	0:05	0:21	1:07	0:51	1:08	1:19	1:13	1:15
SEAFAR	0:27	0:03	0:17	0:13	0:07	0:33	1:31	1:09	1:33	1:48	1:39	1:41

