BUYER WORKBOOK / PRODUCTION

Production Milestone Planning Workbook

A production plan needs more than one delivery date. Work backwards from the required receipt point and list the decisions and materials that must be ready before each stage can begin. Keep requested dates separate from confirmed dates. When a dependency changes, update the affected milestones together so the calendar remains useful to both the buyer and the production team.

01

Define the delivery point

State whether the target refers to dispatch, handover to a carrier or receipt at your destination. Record the event or selling date that drives it.

02

Map approval dependencies

List technical clarification, sampling, fit, colour, material and packaging approvals. Record which tasks can progress together and which depend on a previous decision.

03

Agree milestone owners

Give each milestone a responsible person and a decision date. Distinguish buyer response time, supplier work and any external evaluation or transport step.

04

Review changes together

When fabric, quantity or design changes, ask for a revised plan. Record the changed assumption and its effect on downstream dates before accepting the update.

Before you proceed

- ☐ Required delivery point and target date clearly defined.
- ☐ Requested dates distinguished from confirmed milestones.
- ☐ Sample, fit, colour and material approvals assigned to owners.
- ☐ Fabric, trims and packaging readiness tracked separately.
- ☐ Inspection, corrective action and release steps included.
- ☐ Design or quantity changes reflected in a dated revised plan.

Use page 2 to record the current project position. This planning aid does not confirm a quotation, production slot or approval; record order-specific decisions with the responsible parties.

PROJECT WORKING SHEET

Plan Production Around Approval Milestones

Brand / project:

Owner / revision date:

Target / delivery point

Required date, receipt or handover location and business reason.

Development approvals

Brief, sample and fit milestones; owner, target date and actual date.

Material readiness

Fabric, trims, labels and packaging references; approval and availability.

Production plan

Agreed start condition, planned stages and outstanding dependencies.

Inspection / release

Review date, findings owner, corrective action and release decision.

Change record

Changed assumption, date, owner and revised downstream milestones.

Keep this sheet with the supporting specification and references. Mark undecided items explicitly and share one consolidated revision. Further reading: yifufashion.com/blog/plan-womenswear-production-lead-times