



S&OP Introductory On-Site Visit

Objectives

The Introductory On-Site Visit provides an opportunity for J. E. Boyer Company to become acquainted with your products, processes, and people. It also allows me to introduce the S&OP capabilities and methodologies of J. E. Boyer Company, Inc.

More importantly, the visit is a forum for your management team to share specific S&OP problems, opportunities, and improvement needs. Having a good understanding of your needs is essential for me to outline a preliminary action plan.



Pre-Visit Preparation

To help ensure the visit is productive, preliminary information (as appropriate) is gathered prior to the visit and may include: an annual report, a product catalog, an organization chart, current S&OP process information, financial information, a business plan, and key performance measures.

Typical Agenda

7:30 – 8:00	Check in with the host and review the agenda.
8:00 – 9:00	Tour the facility.
9:00 – Noon	Review your current S&OP process with selected people as appropriate.
Noon – 1:30	Lunch break and prepare the afternoon meeting.
1:30 – 3:30	Make a brief presentation about J. E. Boyer Company, Inc. and a brief presentation about S&OP. Then, have an open discussion with the team about your S&OP needs. This meeting includes the President and his/her staff, plus others interested in S&OP.

What Next?

At the conclusion of the wrap-up meeting, we will collaboratively determine if there is any interest in working together. If so, I will prepare a specific proposal containing project objectives, work steps, schedule, resources, team composition, and costs. This proposal will be presented to the management team in a follow-up meeting another day.

Cost

Travel expense is the only cost for this visit.

John E. Boyer, Jr., President
J. E. Boyer Company, Inc.
3347 North 900 East
North Ogden, UT 84414

Phone: (801) 721-5284
Fax: (801) 737-0799
e-mail: jeb@jeboyer.com
www.jeboyer.com