

23. Agenda for the S&OP decision meeting

Pilot

For a full overview of the tools see:

Stentoft, J., Freytag, P. V. & Mikkelsen, O. S. (2019), *Improved Competitiveness through Implementation of Sales & Operations Planning*, Department of Entrepreneurship and Relationship Management, University of Southern Denmark.

Purpose and application

- **Purpose**

- To ensure that the meeting is held with a fixed meeting agenda at the Sales & Operations Planning (S&OP) processes final decision meeting.

- **Application**

- The agenda is sent to meeting attendances by the S&OP responsible to ensure the best possible preparation.



S&OP decision meeting agenda

1. Changes since last meeting
2. Status on Key Performance Indicators (KPI) and Key Behavioral Indicators (KBI) – measures
3. Examine new plan
4. Examine and making decisions on challenges and possibilities
5. Status on product development and launch plans
6. New risks, that needs to be handled?
7. Summing up decisions

A chairperson and minute taker must be appointed – and it should not be the same person.

