**Scheduling Activity**

As a manager of a printing department, you are responsible for scheduling the time of three employees. Each employee works from 9:00 a.m. until 5:00 p.m. with lunch from 12:00 p.m. until 1:00 p.m. You have the following jobs that can be assigned to your employees. All jobs must be assigned.

Job 1 2 hours to complete must be completed today

Job 2 3½ hours to complete can be completed tomorrow

Job 3 5½ hours to complete must be completed today

Job 4 1½ hours to complete must be completed today

Job 5 3 hours to complete can be completed tomorrow; cannot be divided

Job 6 4 hours to complete must be completed today

Job 7 3 hours to complete must be completed today

Job 8 2½ hours to complete must be completed today

Job 9 4 hours to complete can be completed tomorrow

Job 10 2 hours to complete can be completed tomorrow; cannot be divided

Using the following form, assign the jobs to your three employees. You must make certain that jobs 1, 3, 4, 6,7, and 8 are done today. Employees should be busy all day, but they cannot begin a job that cannot be completed before 5:00 p.m. if it is noted that the job cannot be divided.

|  |  |  |
| --- | --- | --- |
|  | Day 1 | Day 2 |
| Time | Employee 1 | Employee 2 | Employee 3 | Employee1 | Employee 2 | Employee 3 |
| 9:00 |  |  |  |  |  |  |
| 10:00 |  |  |  |  |  |  |
| 11:00 |  |  |  |  |  |  |
| 12:00 | lunch | lunch | lunch | lunch | lunch | lunch |
| 1:00 |  |  |  |  |  |  |
| 2:00 |  |  |  |  |  |  |
| 3:00 |  |  |  |  |  |  |
| 4:00 |  |  |  |  |  |  |

1. How many hours are your employees available to work during the two-day period?

2. How many hours of jobs did you schedule?

3. Based on this information, what problem(s) do you have within your department?

4. Brainstorm some possible solutions to the problem(s) that you identified in question 3.