# 8. Prep Production Planner

*Companion tool for Chapter 9*

### What it is for

Prep to the gap: turn forecast portions into a make quantity after checking what already exists.

### How to use it

1. Forecast portions for the day from sales history, reservations and events.
2. Enter the amount of the prepped item used per portion.
3. Check what exists: enter usable on-hand (not past its holding limit).
4. Enter a buffer you can defend. Make = need - on hand + buffer, never below zero.
5. When the batch is done, enter actual yield. A recipe that keeps coming up short needs fixing.

### Good to know

- Blue cells are inputs. White cells with formulas calculate for you; do not type over them.
- Rows shaded yellow and starting with EXAMPLE are sample data to show how the tool works. Unless a row says otherwi
illustrative, not from a real restaurant. Delete or overwrite them before you use the tool.

Date: Prepared by:

| Station | Prep item | Unit | Forecast portions | Amount per portion | Need | Usable on hand |
|---|---|---|---|---|---|---|
| Saute | EXAMPLE Sauce | oz | 45 | 4 | 180 | 80 |
| Garde manger | EXAMPLE Slaw | oz | 60 | 3 | 180 | 50 |
| | | | | | | |
| | | | | | | |
| | | | | | |

| Buffer | Make | Actual yield | Yield vs make | Labeled and dated (initials) |
|---|---|---|---|---|
| 20 | 120 | | | |
| 20 | 150 | | | |
| | | | | |
| | | | | |
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