

Information for Logistics and Distribution Module

Business Name _____ Contact Person _____

Contact Phone Number or email: _____

Describe the problem or situation to be solved. (specify what is to be done, any give any specific requirements such as cost, time line or due date)

What are the steps and/or process you would expect an employee to go through while solving the problem?

What are the questions the employee would need to answer as they address the situation? (When possible, provide an answer.)

What resources need to be available to help solve the problem? (sample forms, charts or tables, manuals, costs/expenditure data, company tools, websites)

How would you know the employee has completed or resolved the situation to your specifications? Describe what you would expect to see done.

Identify the skills and knowledge you feel this situation requires for someone to arrive at a solution. Identify any special knowledge would an employee need to solve this problem.