

Scheduling Assignment - Summative

You are the owner and manager of Johnston Construction Supplies, a company that specializes in the distribution of manufacturing supplies. As a result, one of your main duties is to create the department schedule for your employees on a bi-weekly basis.

Assignment:

Using an Excel Spreadsheet, create a schedule for your department for the period of Monday, May 30, 2011 – Saturday, June 11, 2011 with the following parameters in mind:

Business Hours:	
Monday – Friday:	8:00 am – 10:00pm
Saturday:	8:00 am – 5:00 pm

Full Time Employees

- must work exactly 40 hrs a week
 - 8 hour shift = 9 hours including lunch
 - One full time employees must be on the floor at all times
- Weekday shifts (1 per shift):
 - 8:00am – 5:00pm
 - 11:00am – 8:00pm
 - 1:00pm – 10:00pm
- Weekend shifts (3 per shift): 8:00am – 5:00pm
- Monday through Wednesday are slower days for the store. As a result, it is acceptable to leave one shift “open” as long as there is overlap between the other 2 shifts (therefore the “floor” is not left unsupervised)

Part Time Employees

- minimum work week is 8 hrs a week
- Maximum work week 24 hours week
- Weekday shift (2 per shift): 5:00pm – 10:00pm
- Weekend shifts(2 per shift)::
 - 8:00am – 2pm
 - 11:00am – 5pm

Employee	Status	Availability
Tiger Woods	Full Time	Monday – Saturday (no Wednesdays)
Joe Montana	Full Time	Tuesday – Saturday (no Mondays)
Roy Halladay	Full Time	Monday – Saturday (no Tuesdays)

Wilfrid Laurier	Part Time	5:00pm – 10:00pm Mon / Tues / Thurs All day Saturday
George Bell	Part Time	5:00pm – 10:00pm Wed / Thur / Fri All day Saturday
LeBron James	Part Time	5:00pm – 10:00pm Tues / Thurs 8:00am – 2pm Saturdays
Darryl Sittler	Part Time	5:00pm – 10:00pm Mon / Wed / Thurs 11:00am – 5:00pm Saturdays
Bruce Springsteen	Part Time	5:00pm – 10:00pm Mon / Wed / Thurs / Fri No Saturdays
Chris Bosh	Part Time	5:00pm – 10:00pm Tues / Wed / Fri 8:00am – 2pm Saturdays
John Mellencamp	Part Time	5:00pm – 10:00pm Mon / Tues / Thur / Fri No Saturdays

Other Items of Note:

1. Darryl Sittler is a new employee. As a result, it would be best if he were to be scheduled with either John Mellencamp or Bruce Springsteen as often as possible for training / shadowing purposes.
2. Tiger Woods has to pickup his sister at the airport on Thursday, June 9th at 9:00am. As a result, he cannot work the early shift on this day.
3. Joe Montana is scheduled for CPR training at the head office on Thursday, June 9th from 8:00am-11:00am and will need to be scheduled around this course.
4. The following employees have already booked the following days off:
 - LeBron James – Tuesday May 31st (doctor appointment)
 - Wilfrid Laurier – Tuesday June 7th (school exam)
 - Chris Bosh – Wednesday, June 8th (personal)
 - George Bell – Friday June 10th (school play)

Scheduling Assignment - Rubric

Category	Criteria	Level 1	Level 2	Level 3	Level 4
Knowledge / Understanding	Creates a schedule and includes all relevant elements	Shows a limited understanding of schedule creation and includes few relevant elements	Shows some understanding of schedule creation and includes some relevant elements	Shows considerable understanding of schedule creation and includes most relevant elements	Shows extensive understanding of schedule creation and includes all relevant elements
Application	Correctly applies and synthesizes all relevant information in forming employee schedule	Makes limited application/synthesis of relevant information required	Makes some application/synthesis of relevant information required	Makes considerable application/synthesis of relevant information required	Makes extensive application/synthesis of relevant information required