

# Weekly Schedule Compliance Tracker

Complete one sheet per week. Code each miss the same day — context degrades fast. Complete Parts B and C at end of week.

**Companion to:** *Fix the System*, Chapter 19. **Who uses it:** the planner, scheduler, and maintenance manager during the weekly schedule review. **When to use:** every week during the Schedule Compliance Improvement playbook, and any week schedule compliance drops below target.

## How to Use This Tracker

Complete one sheet per week. Fill in Part A daily as jobs are completed or missed. Code each miss the same day — context degrades fast. Complete Parts B and C at end of week.

### Root cause codes:

| Code | Cause                                                          |
|------|----------------------------------------------------------------|
| P    | Parts not staged at job start                                  |
| OH   | Operations held equipment past release window                  |
| BI   | Break-in displaced this job                                    |
| SC   | Scope mismatch — job took significantly longer than estimated  |
| CR   | Crew availability — absent, reassigned, or called to other job |
| C    | Compliant — completed on scheduled day                         |

## Part A — Daily Work Order Log

Site / Zone: \_\_\_\_\_ Week ending: \_\_\_\_\_ Planner: \_\_\_\_\_

| # | WO Number | Asset / Description | Scheduled Day                  | Scheduled Duration | Actual Completion | Code | Notes |
|---|-----------|---------------------|--------------------------------|--------------------|-------------------|------|-------|
| 1 |           |                     | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs          | ____ / ____       |      |       |
| 2 |           |                     | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs          | ____ / ____       |      |       |
| 3 |           |                     | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs          | ____ / ____       |      |       |

|    |  |  |                                |           |            |  |  |
|----|--|--|--------------------------------|-----------|------------|--|--|
| 4  |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 5  |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 6  |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 7  |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 8  |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 9  |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 10 |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 11 |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 12 |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 13 |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 14 |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 15 |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 16 |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 17 |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 18 |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 19 |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |
| 20 |  |  | Mon / Tue /<br>Wed / Thu / Fri | _____ hrs | _____/____ |  |  |

Add rows as needed. One row per scheduled WO.

## Part B — Weekly Tally

**Step 1: Count all scheduled WOs this week.**

Total scheduled: \_\_\_\_\_

**Step 2: Count WOs completed on their scheduled day (Code = C).**

Total compliant: \_\_\_\_\_

**Step 3: Calculate compliance.**

Schedule Compliance = (Total compliant / Total scheduled) x 100 = \_\_\_\_\_ %

**Target:** >=85% | **World-class:** >=95% | **Trigger for Playbook 5:** <75%

**Root cause code tally (count each miss code):**

| Code         | Description        | Count | % of misses |
|--------------|--------------------|-------|-------------|
| P            | Parts not staged   |       |             |
| OH           | Operations hold    |       |             |
| BI           | Break-in displaced |       |             |
| SC           | Scope mismatch     |       |             |
| CR           | Crew availability  |       |             |
| Total misses |                    |       | 100%        |

**Top code this week:** \_\_\_\_\_ **Second code:** \_\_\_\_\_

**Action triggered:** \_\_\_\_\_

## Part C — 4-Week Rolling Root Cause Trend

*Fill in after each week. After 4 weeks, identify your top code and begin the fix from the Ch19 90-day roadmap.*

| Code | Week 1 | Week 2 | Week 3 | Week 4 | 4-Wk Total | % of All Misses |
|------|--------|--------|--------|--------|------------|-----------------|
| P    |        |        |        |        |            |                 |
| OH   |        |        |        |        |            |                 |
| BI   |        |        |        |        |            |                 |

|              |  |  |  |  |   |   |
|--------------|--|--|--|--|---|---|
| SC           |  |  |  |  |   |   |
| CR           |  |  |  |  |   |   |
| Compliance % |  |  |  |  | — | — |

4-week top root cause: \_\_\_\_\_ **Begin fix:** See Ch19, Days 31-60 roadmap.

## Planner's Notes

*Use this section to note any patterns, one-time events (plant shutdown, holiday), or corrective actions taken this week.*

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*From Fix the System by Ivan Getov. Companion to Chapter 19: Playbook 5 — Schedule Compliance Improvement. [getov.xyz/toolkit/fix-the-system/ch19/schedule-compliance-tracker](http://getov.xyz/toolkit/fix-the-system/ch19/schedule-compliance-tracker). Free. No email required.*