

## **Bookings Driven Scheduling Across Post Production**

### **Introduction**

As part of the ongoing change to our business we are reshaping many of the business support functions. We are doing this to reduce the overhead across the business. One of the areas we are reshaping is Scheduling. In order to manage scheduling effectively we will be managing your schedules differently. More of the scheduling function will be undertaken by the Bookings Managers, and we will be making more use of the extended facilities within RMS including Bookings Driven Scheduling.

### **What Individuals will Notice from 1<sup>st</sup> July**

PD and OD are still rolled out. These will move as projects move around

There will be no fixed pattern rolled out (unless these are detailed in an agreed Flexible Working arrangement)

Blank days will be replaced with Unscheduled days

Your days at work hours will be changeable and dependant on the work allocated to you

RMS On-line will be made available to all operational staff

There will be an online leave booking process. When you book leave on-line it will automatically show as pending on your RMS/4sight schedule (this may be delayed due to change of company name and subsequent change of d lists)

You will be able to/required to check your own RMS schedule on-line or by phone

The scheduling team/Duty Managers will do a ring around the previous day at 17:00, to relay any last minute schedule changes

6<sup>th</sup> April 2009