

FPP

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MANAGEMENT • INVESTMENT • ECONOMICS • ENTREPRENEURSHIP • TECHNOLOGY

Mengapa Pelaburan Emas Menjadi Pilihan?

Telur Mana Telur?

*You
are
what
matters*

An Affair of Online Learning and Covid-19

Pembasmian Kemiskinan Dalam RMK Ke-12

Bukit Harimau Menangis

Tarikan Pendakian di Kemaman

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Photo by Marek Levák on Unsplash

ENT300:

GENERAL GUIDELINES FOR

OPERATIONAL PLAN

(Part 2)

¹Mohd Ariff Kamaludin, ¹Nik Fazlin Hiryati Nik Jaafar, ¹Nik Fakrulhazri Nik Hassan, ¹Norlaila Ibrahim, ²Nurul Syuhada Jasni

¹Faculty of Business and Management, Universiti Teknologi MARA Cawangan Terengganu

²Faculty of Business and Management, Universiti Teknologi MARA Cawangan Terengganu

Flow Chart. Incomplete flow chart will influence the overall operation process of a product or service. If the process is not comprehensive and clear, it will create problems especially in identifying the unit number of machine and equipment needed, purchases of raw material, total number of workers and the total production cost.

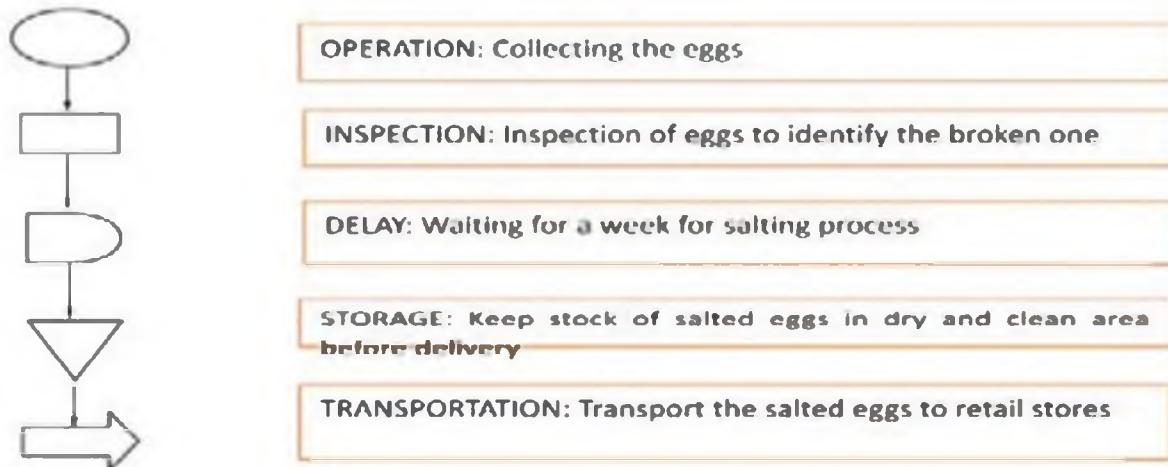
To overcome this problem, it is recommended to draw or take pictures of the process or activities involved. Below is an example of a flow chart supported by pictures taken during a site visit.



a) Symbols. It is important to use the right symbols that match with the business activities. Not using the right symbol may cause confusion, error, missing steps and incomplete explanation about the process.

To overcome any error, identifying the usage of right symbol and its description is very important. Take a look at the following example for salted egg operation.

Figure 2: Example of a Flowchart with Appropriate Symbols



b) List of raw material/stock. The amount of targeted production may not be achieved if an accurate amount of raw material needed are not identified. There is a possibility for certain inputs being left out from the process list. The correct amount or quantity of raw material needed is important to avoid over or under-estimation. Following table is an example of raw material needed to produce a cake.

Ingredients	Amount Required for A Cake
Flour	500 g
Margarine	½ cup
Sugar	½ cup
Water	0.5 litre
Baking powder	½ teaspoon
Milk	0.2 litre
Vanila extract	1 teaspoons
?	?

Table 1: The Amount of Ingredients Required for A Cake

From the above list, what ingredient do you think is missing?

c) Layout. The arrangement should be made in such a way that the production of goods and services can be carried out efficiently. Consideration such as the integration of several factors including workstation, tools room, store, office, prayer room and toilet should be taken.

Among common mistake that occurred;

Mistake	Correction
No legend provided	Provide legend with complete description
No label provided	Symbol must come with appropriate labelling
Inappropriate size for symbol	Use logic to determine the size (example: the symbol for table should be bigger than the symbol for dustbin)
Size and number of machines and equipment do not fit available space	The size of the space must fit with the number of available machine and equipment.
Awkward layout arrangement	The arrangement of layout must be able to fulfil the purpose and function of machines and equipment
The size of the floor is not available	Provide the floor size in order to fit required machines and equipment

To be continued...



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Faculty of Business and Management
Universiti Teknologi MARA Cawangan Terengganu, Kampus Dungun
Sura Hujung, 23000 Dungun, Terengganu, MALAYSIA
Tel: +609-8400400
Fax: +609-8403777
Email: biznewzuitm@gmail.com