

Module 5

Section D: Managing Detailed Schedules and Scheduling Materials

Term
De-expedite

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Expedite

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Job enlargement

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Job enrichment

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Job rotation

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Manufacturing order

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Work order

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To rush or chase production or purchase orders that are needed in less than the normal lead time; to take extraordinary action because of an increase in relative priority. Syn.: stockchase.

The reprioritizing of jobs to a lower level of activity. All extraordinary actions involving these jobs stop.

An increase in the number of tasks that an employee performs and an increase in the control over those tasks. It is associated with the design of jobs and especially the production worker's job. [It is also] an extension of job enlargement.

An increase in the number of tasks that an employee performs. [It] is associated with the design of jobs, particularly production jobs, and its purpose is to reduce employee dissatisfaction.

A document, group of documents, or schedule conveying authority for the manufacture of specified parts or products in specified quantities. Syn.: job order, manufacturing authorization, production order, production release, run order, shop order, work order. See: assembly parts list, batch card, blend order, fabrication order, mix ticket, work order.

The practice of an employee periodically changing job responsibilities to provide a broader perspective and a view of the organization as a total system, in order to enhance motivation and provide cross-training.

1) An order to the machine shop for tool manufacture or equipment maintenance; not to be confused with a manufacturing order. Syn.: work ticket. 2) An authorization to start work on an activity (e.g., maintenance) or product.