Job Dispatch List

How-to guide: what the workbook does, how to use it and what every number means. mfgcalcs.com

Job Dispatch List

Rank every open job at each work centre by critical ratio, due date, slack or shortest job, see which jobs will be late, and print the run order for each machine.

For: Production schedulers, shop-floor supervisors, planners and owners of job shops and contract manufacturers.

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Quick start

1. On Setup, type your shop name, the 'as of' date, the hours worked per day and your dispatch rule, then replace the example work centres and holidays.
2. On Open Jobs, add one row per job at the work centre it is waiting at: quantity, setup and run time, hours of the operations still to come, and the due date.
3. Read the Check column, then the Status column: Overdue and Below target jobs need expediting or a new promise date.
4. Pick a work centre at the top of Dispatch List and print its run order; the Dashboard shows the whole shop.

What is in the workbook

Start Here	Read this first: what the workbook does and how to use it.
Setup	Your shop, the date the list is made, the hours worked per day and the dispatch rule.
Open Jobs	One row per open job at the work centre it is waiting at or running on.
Dispatch List	The run order for one work centre, ready to print.
Dashboard	Which jobs are late or at risk, and where the work is queued, as of the status date.
Method	How every number is calculated, with assumptions, limits and sources.
Verify	Self-check: the workbook's formulas recomputed on fixed inputs against an independent reference.
About MFG Calcs	Everything MFG Calcs offers, free: calculators, templates, tariff tools, data and the Calkee AI helper.

What each number means

Quantity	How it is calculated	Units
Hours here	Setup + quantity x run time / 60: the work left at the job's current work centre.	h
Hours remaining	Hours here + the hours of the operations still to come.	h

Quantity	How it is calculated	Units
Hours until due	NETWORKDAYS(as of, due date, holidays) x hours per day when the due date has not passed; minus the working days after a passed due date x hours per day otherwise. Saturdays, Sundays and the listed holidays are not worked.	h
Critical ratio	Hours until due / hours remaining.	ratio
Slack and projected lateness	Slack = hours until due - hours remaining. Lateness = MAX(0, hours remaining - hours until due).	h
Status	Overdue when hours until due is 0 or less; Below target under a ratio of 1; Due soon from 1 to the Setup limit; On target above it.	-
Run order here	The rank of the job's sort key among the jobs at its work centre, lowest first, by COUNTIFS. The key is the critical ratio, the due date, the slack or the hours here, as the Setup rule says; ties go to the earlier due date, then the lower job number.	rank
Days of work queued	A work centre's hours queued / the hours it runs per day (Setup).	days

Assumptions, limitations, sources and the self-check (the Verify sheet, which recomputes the workbook's formulas on fixed test inputs) are in the workbook. The last page shows the Dashboard with the example data for Kinloch Machine Works, a fictional business.

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Engineering estimates for planning and improvement work. Verify the results against your own process, data and standards before you rely on them.

Job Dispatch List

Which jobs are late or at risk, and where the work is queued, as of the status date.

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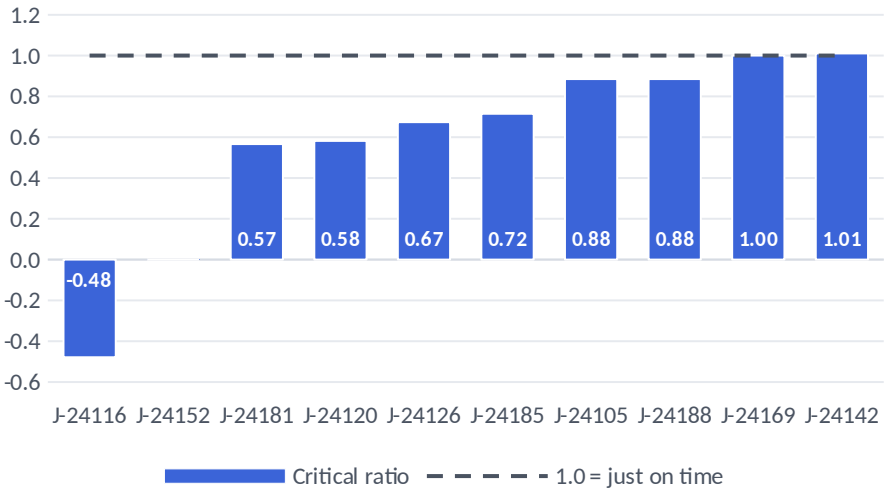
Status as of	23 Nov 2026	Dispatch rule	Critical ratio

OPEN JOBS	BEHIND SCHEDULE	OVERDUE	PROJECTED LATENESS
30	8	2	127.2
Rows on Open Jobs	Critical ratio under 1, overdue included	Due date already passed	Hours short of due dates, all jobs

Most urgent jobs: critical ratio



Hours queued by work centre and status

