# Quote Engineering Workload Planner

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

# Quote Engineering Workload Planner

Log every RFQ, see the engineering hours it needs by due week against your team's quoting hours, and track on-time quoting by class and engineer.

For: Quoting and estimating managers, engineering managers and owners of job shops and contract manufacturers who quote technical RFQs.

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## Quick start

1. On Setup, type the status date, the availability and reuse factors, your complexity classes (engineering hours each) and engineers (quoting hours a week).
2. On RFQ Log, add one row per RFQ: received, due, customer, whether it needs engineering, its class or an hours estimate, engineer and status.
3. When a quote goes out, set the status to Quoted and type the date; a declined or no-bid RFQ frees its hours.
4. Open the Dashboard: the hours requested each week against the hours you have, the open pipeline and on-time quoting.

## What is in the workbook

| | |
|---|---|
| **Start Here** | Read this first: what the workbook does and how to use it. |
| **Setup** | Your company, the status date, the quoting factors, complexity classes and engineers. |
| **RFQ Log** | One row per RFQ: dates, engineering need, class, engineer and status, with hours and on-time quoting. |
| **Dashboard** | Engineering hours requested by due week against the hours your team has, the open pipeline and on-time quoting. |
| **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 |
|---|---|---|
| **Engineering hours** | Technical RFQs: the hours estimate typed, or the class's hours per RFQ from Setup; 0 for an RFQ that needs no engineering review. | h |

| Quantity | How it is calculated | Units |
|---|---|---|
| **Due week and open hours** | Due week = the Monday of the due date's week; open hours = engineering hours of open technical RFQs. | date, h |
| **Days to quote and on time** | Quoted on - received; On time when quoted on or before the due date, otherwise Late. | days |
| **Hours available a week** | Sum of the engineers' quoting hours a week x engineering availability for quoting. | h |
| **Weekly load** | Open hours due in the week / hours available; over or under = hours requested - hours available. | %, h |
| **Open pipeline** | Gross = sum of open hours; lost to availability = gross x (1 - availability); at risk = gross x availability x (1 - reuse and confidence); usable = gross x availability x reuse and confidence. | h |
| **On-time rate and days to quote** | Quotes on time / quotes with a date; the average of days to quote over quoted RFQs. | %, days |
| **Weeks of work open** | An engineer's open hours / (quoting hours a week x availability). | weeks |

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 Harwick Lowe Precision, 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.

# Quote Engineering Workload Planner

*Engineering hours requested by due week against the hours your team has, the open pipeline and on-time quoting.*

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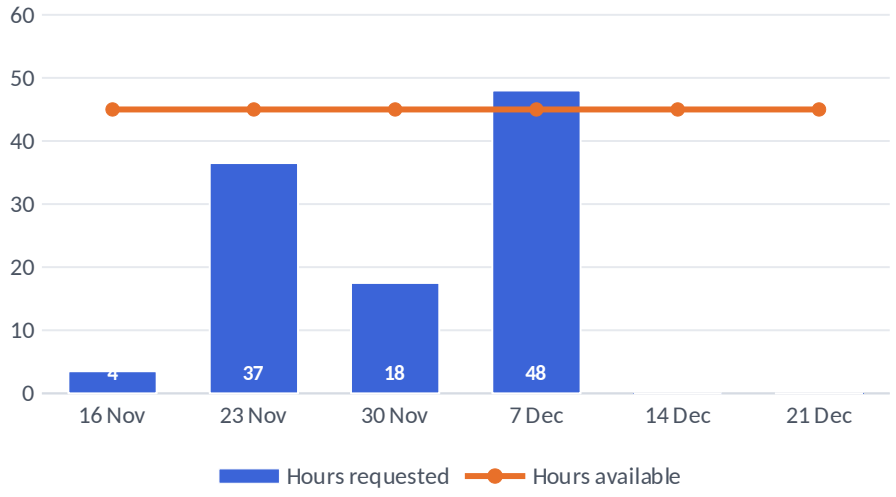
*Status date 20 Nov 2026. Team quoting hours 50.0 a week, 45.0 after availability of 90%.*

| OPEN TECHNICAL RFQS | BUSIEST WEEK'S LOAD | OPEN RFQS PAST DUE | USABLE HOURS IN THE PIPELINE |
|---|---|---|---|
| **18** | **106.7%** | **1** | **80.7** |
| 105.5 engineering hours requested | Target 100.0% | Due before the status date | After availability and reuse |
| | **Above target** | | |

## Hours requested and available by week due




## Quotes on time and late, last 8 weeks

