

TITLE OF FORM:			
Number of pages:		Procedure Number	
Prepared by:	Date:	Approved by:	Date:
Designation		Designation	

Gantt Chart

Gantt Chart for medicine store

Objective:		TIME FRAME					
Availability of Vital drugs and medical supplies 100% through out the year							
Activities	Responsibility	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
1. Prepare Annual forecast for drugs and medical supplies	Pharmacist in charge						
2. Produce ordering schedule	Stores Officer						
3. Place orders with CMS	Stores Officer						
4. Receive supplies from CMS	Assist. Stores Officer						
5. Monitoring order status							

Review Date:					
Date Reviewed:					
Signature:					

