



### Key Topics/Questions

- What are the LTO/promotion goals and objectives?
- Share LTO/promotion characteristics: type, items, length, timing, geography(s), proxies with partners
- Process participants, internal and external?
- Forecast approach, inputs, modeling?
- Data sharing: who/what/when/how?

### Key Topics/Questions

- Establish and share initial item forecast(s), tolerance(s), timing and updating/ reforecasting protocols
- Partner info requirements, lead-times, commitments?
- Key constraints - ingredients, processes, availability
- What are the production, distribution and inventory plans?

### Key Topics/Questions

- Calculate and share item reforecast(s), tolerance(s), timing
- Determine net requirements, create replenishment orders
- Share inventory balances/locations, movement opportunities/costs
- Exception monitoring: stock hi/lo, over/under sales performance, production/DC delays

### Key Topics/Questions

- Validation: results vs goals/objectives
- Projected vs. Actual e.g. sales, inventories, orders/deliveries, production
- Lessons learned, opportunities for improvement
- Stakeholder feedback, improvement plan