

Private-Label Mānuka Production Timeline Planner

Two-page buyer worksheet for mapping milestones, dependencies, owners, evidence and critical-path risk before committing to a launch date.

Milestone	Owner	Dependency	Evidence / approval	Target	Status
Commercial brief					OPEN
Specification freeze					OPEN
Artwork approval					OPEN
Packaging available					OPEN
Batch allocated / testing					OPEN
Production slot					OPEN
Pack + QA					OPEN
Export / market docs					OPEN
Dispatch handover					OPEN

Status discipline

Use OPEN/HOLD until the required evidence is actually reviewed. A planning worksheet should not convert an assumption into a confirmed supplier, laboratory or market fact.

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Start trigger

What event starts the supplier lead-time clock?

Critical path

Which milestone will move dispatch if it slips?

Buyer approvals

Which dates depend on buyer action?

First vs repeat

Which setup tasks disappear on repeat orders?

Reset conditions

What change in market, pack, artwork or SKU reopens setup?

Dispatch definition

Does “ready” mean packed, released, collected or departed?

Decision record

Decision	Owner	Date	Notes / evidence reference

Editorial note

This worksheet is general procurement guidance. It is not legal advice, a supplier quotation, a certificate, a laboratory result or a guarantee of export clearance. Recheck destination requirements and transaction evidence before use.