



# Management & Labour Plan

The **Management & Labour Plan** describes how you expect to get the job done. Will you need additional help? Will you need additional training? How can you allocate your hours most effectively?

## Management and Labour Strategy

What is the overall strategy for operating and managing the business? Your strategy statements will clarify the direction and priorities.

## Job Functions

A distribution of the many jobs that have to be done will show where there are gaps and where more help is needed. Hiring can then be based on the needs defined.

When making any changes in the operations, the allocation of jobs has to be defined and analyzed. This can be done in many ways. A time planner such as the one shown in the example can work very well for an operation with few people involved. Tasks are listed in the time periods they must be done. Overlaps can be quickly seen.

# Management & Labour Plan Example

## Management and Labour Strategy

- ♦ To operate as a family farm, working smarter and more efficiently.
- ♦ To minimize hired labor.
- ♦ To learn new technologies required to produce and market new products.

### Job Functions (in days)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Present Operations</b>													
<b>Hive Management</b>													
Maintenance/Selection	3	3	16	6	5				5	10	5	3	56
Moving/Fencing					20			12	12				44
Monitoring	2	2				4	4	4	2	2	2	2	24
Repairs	5	10		5	5	2		2		2	5	5	41
<b>Honey Production</b>													
Extracting						4	4	4					12
Packing	3	3	3	3	3	3	3	3	4	4	4	4	40
Marketing	5										2	2	9
Selling-Farm Gate						5	5	10	10	10	4	4	48
Selling-Stores	4	4	4	4	4	4	4	4	4	4	4	4	48
Administration	2	5	3	5	2	2	2	2	2	2	4	2	33
Training/Meetings				2					3				5
Bookkeeping	4	3	4	1	1	1	1	1	1	2	1	2	22
Planning	5	5	2	2									14
<b>Sub-Total</b>	<b>35</b>	<b>35</b>	<b>32</b>	<b>28</b>	<b>40</b>	<b>25</b>	<b>23</b>	<b>52</b>	<b>63</b>	<b>46</b>	<b>31</b>	<b>28</b>	<b>436</b>
<b>Nuc Production</b>													
Selecting/Feeding			4	10	5					2	2		23
Packing/Marketing	2	2	2	4	2						1	1	14
<b>Wax Products</b>													
Production										5	10	5	20
Packaging/Marketing	1	1	1	1	1	1	1	1	1	1	1	5	16
<b>Pollen Production</b>													
Collection				2	2								4
Cleaning/Packaging				4	4	2							10
<b>Comb Honey</b>													
Packaging							4	4	2	2			12
<b>Total days</b>	<b>38</b>	<b>38</b>	<b>39</b>	<b>49</b>	<b>54</b>	<b>28</b>	<b>28</b>	<b>57</b>	<b>66</b>	<b>56</b>	<b>45</b>	<b>39</b>	<b>535</b>
<b>Available days</b>													
Bill	24	24	24	24	24	24	24	24	24	24	24	24	288
Lila	4	4	4	4	4	4	20	20	4	4	4	4	80
Children	12	12	12	12	12	12	30	30	12	12	12	12	180
Hired	-	-	-	9	14	-	-	-	26	16	5	-	70



## **Job Allocations**

Your plan should allocate the jobs to specific individuals as is done in the chart in the example.

### **Training**

Once jobs are defined, training needs can be assessed for each individual - both informal (on the job) and formal.

### **Government Regulations**

Government regulations and requirements regarding work environment, safety and training should be noted.

# Management & Labour Plan Example

<b>Job Allocations</b>			
	<i>Functions</i>	<i>Training Needs</i>	<i>Other</i>
Bill	Hive management Nuc production Repair & Maintenance for info Marketing - wholesale Planning	Tour/Reading Bee Breeders Assoc.	Call BCMAFF
Lila	Bookkeeping Label Design Planning First Aid	Computer Accounting  Level I, Gov't Reg	
Greg	Hive management (summer) Extracting & Packing		
Joannie	Candle making Direct sales		
Douglas	Direct Sales Packing		
Hired	Spring cleanout Feeding Extracting Fall hive collection		3 weeks  8 weeks