

**SKILLS FRAMEWORK FOR BIOPHARMACEUTICALS MANUFACTURING  
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Production					
<b>TSC</b>	Production Resource Management					
<b>TSC Description</b>	Define productivity targets and allocate resources to support and synchronise production processes					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
				<b>BPM-OPR-4015-1.1</b>	<b>BPM-OPR-5015-1.1</b>	<b>BPM-OPR-6015-1.1</b>
				Develop biopharmaceuticals manufacturing resource plans to meet production targets	Facilitate resource forecasting and allocations for production activities in order to meet operational targets	Lead strategic resource management initiatives by synergising human, financial and operational factors
<b>Knowledge</b>				<ul style="list-style-type: none"> <li>Operational and process requirements</li> <li>Principles of planning work activities, setting objectives and priorities and sequencing activities to meet requirements efficiently</li> <li>Principles of time management, estimating resource capacity and task allocations</li> <li>Methods of monitoring progress of work plans and reallocating resources</li> <li>Types of organisational constraints which influence resource planning</li> </ul>	<ul style="list-style-type: none"> <li>Biopharmaceuticals manufacturing processes and facility resource requirements</li> <li>Roles and responsibilities in resource planning</li> <li>Methods of conducting risk assessments and developing contingency plans</li> <li>Methods of managing budgets of consumables and other resources</li> <li>Methods for monitoring resource usages</li> <li>Methods of reviewing resource allocations and usages</li> <li>Methods of monitoring resource plans</li> <li>Resource planning and management reporting requirements</li> </ul>	<ul style="list-style-type: none"> <li>Strategies for resource management in biopharmaceuticals manufacturing facilities</li> <li>Biopharmaceuticals manufacturing workflows, planning and control requirements</li> <li>Long-term production targets and timelines</li> <li>Techniques for capacity planning</li> <li>Problems that could occur during the implementation of production schedules</li> </ul>
<b>Abilities</b>				<ul style="list-style-type: none"> <li>Review production requirements</li> <li>Specify resources required to carry out production activities and meet targets</li> </ul>	<ul style="list-style-type: none"> <li>Formulate resource allocation procedures and guidelines for the manufacturing facilities</li> <li>Direct the procurement of resources</li> <li>Allocate resources to teams</li> </ul>	<ul style="list-style-type: none"> <li>Chart directions for resource management within the manufacturing plants in alignment with global production resource management strategies</li> </ul>

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				<ul style="list-style-type: none"> <li>• Make estimates of the time needed to complete activities</li> <li>• Prepare work plans consistent with production schedules</li> <li>• Assist in the procurement and allocation of resources</li> <li>• Review progress against work plans regularly and reschedule activities as necessary, informing the relevant stakeholders of any changes</li> <li>• Update plans at regular intervals, taking into account individual, team, resource and organisational changes</li> </ul>	<ul style="list-style-type: none"> <li>• Optimise systems used and monitor resource use and productivity</li> <li>• Review resource allocations and productivity against plans</li> <li>• Devise corrective actions to be taken where necessary</li> <li>• Verify resource plan performance reports and disseminate the information to relevant stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Review production targets and timelines as provided by group headquarters</li> <li>• Forecast long-term resource requirements based on operational needs</li> <li>• Set long-term productivity targets for the biopharmaceuticals manufacturing facilities</li> <li>• Guide the development of contingency plans to handle actual and predicted changes to planned use of resources</li> <li>• Validate and evaluate scheduling systems and procedures used</li> </ul>
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