ATP: Available-to-Promise (Academic Example/by month)

Project/Commitment	July	August	September	October
Clean up/go through office & stuff	6 days			
Plot out next semester's courses, etc.	3 days	2 days		
Preparing for class		2 days	4 days	4 days
Exercise/fitness	3 days	3 days	3 days	3 days
Write some material for new website	1 day	1 day	2 days	2 days
Attend seminar	3 days			
Meetings		4 days	4 days	4 days
Prepare course syllabi		2 days		
Advising/meeting with students		3 days	4 days	4 days
Grading			4 days	4 days
in the classroom		2 days	8 days	8 days
Writing/Research	6 days	6 days	6 days	6 days
Vacation	5 days	3 days	1 day	1 day
Office stuff (daily upkeep)	2 days	2 days	4 days	4 days
Total Demand	29 days	30 days	40 days	40 days
Total Capacity	31 total days	30 total days	30 total days	31 total days
Available to Promise	2	0	<10>	<9>
Calculations made using an 8-Hour day (as if...)				

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ATP: Available-to-Promise (Academic Example/by week)

Project/Commitment	1/21	1/28	2/4	2/11
Get office set up for semester	1 day			
Set up calendar for semester (personal and website)	.5 day			
Preparing for class	2 days	1 day	2 days	2 days
Exercise/fitness	.5 day	.5 day	.5 day	.5 day
Prepare for conference presentations	.5 day	.5 day	1 day	1 day
Attend seminar	1 day			
Meetings		1 day	1 day	1 day
Work on chapter that's due 2/15	.5 day	.5 day	.5 day	1 day
Advising/mtg w/stdnts		.5 day	.5 day	.5 day
Grading			.5 day	.5 day
In the classroom		1 day	1 day	1 day
Research time	1 day	.5 day	.5 day	.5 day
Office stuff (daily upkeep)	1 day	1 day	1 day	1 day
Total Demand	8 days	6.5 days	8.5 days	9 days
Total Capacity	7 total days	7 total days	7 total days	7 total days
Available to Promise	<1>	.5	<1.5>	<2>
Calculations made using an 8-Hour day (as if...)				

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