

Disusun oleh : Faza Muthahhary Billa  
Diperiksa/disetujui oleh : Kristiana Nugraheni

| TIMETABLE PEMBUATAN KALENDER 2027                          |           |       |      |         |       |       |       |          |      |       |       |
|------------------------------------------------------------|-----------|-------|------|---------|-------|-------|-------|----------|------|-------|-------|
|                                                            | September |       |      | Oktober |       |       |       | November |      |       |       |
|                                                            | 14-18     | 21-25 | 28-2 | 5-9     | 12-16 | 19-23 | 26-30 | 2-6      | 9-13 | 16-20 | 23-27 |
| Proses Desain                                              |           |       |      |         |       |       |       |          |      |       |       |
| Approval Marketing                                         |           |       |      |         |       |       |       |          |      |       |       |
| Approval Direksi                                           |           |       |      |         |       |       |       |          |      |       |       |
| Terbit SKB 3 Menteri Hari Libur Nasional                   |           |       |      |         |       |       |       |          |      |       |       |
| Burning File ke Purchasing                                 |           |       |      |         |       |       |       |          |      |       |       |
| Proses cetak proof Kalender (diisi oleh Dept. Purchasing)  |           |       |      |         |       |       |       |          |      |       |       |
| Proses Pemeriksaan proof text & warna                      |           |       |      |         |       |       |       |          |      |       |       |
| Proses cetak massal kalender (diisi oleh Dept. Purchasing) |           |       |      |         |       |       |       |          |      |       |       |
| Proses distribusi kalender oleh GA                         |           |       |      |         |       |       |       |          |      |       |       |
| Proses distribusi kalender oleh Marketing Support          |           |       |      |         |       |       |       |          |      |       |       |

**Note :**  
Time Table ini dibuat untuk follow up proses pencetakan dan distribusi Kalender untuk dapat diisi Dept. Purchasing, GA dan Adm. Marketing sesuai degan progress yang berjalan.

**Color Code:**  
: Progress team Design  
: Diisi Dept. Purchasing  
: Diisi Dept. GA  
: Diisi Marketing Support