

Fold each printed sheet in half lengthwise. The left side of the document will list the term and the right side will list the definition. Tape or staple the open edges of your flashcards. Cut out your flashcards on the solid lines indicated and fold them on the dotted lines.

<p><b>Module 5</b> <i>Section D: Managing Detailed Schedules and Scheduling Materials</i></p>
<p><b>Term</b> De-expedite</p>
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The reprioritizing of jobs to a lower level of activity. All extraordinary actions involving these jobs stop.

<p><b>Module 5</b> <i>Section D: Managing Detailed Schedules and Scheduling Materials</i></p>
<p><b>Term</b> Expedite</p>
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To rush or chase production or purchase orders that are needed in less than the normal lead time; to take extraordinary action because of an increase in relative priority. Syn.: stockchase.

<p><b>Module 5</b> <i>Section D: Managing Detailed Schedules and Scheduling Materials</i></p>
<p><b>Term</b> Job enlargement</p>
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An increase in the number of tasks that an employee performs. [It] is associated with the design of jobs, particularly production jobs, and its purpose is to reduce employee dissatisfaction.

<p><b>Module 5</b> <i>Section D: Managing Detailed Schedules and Scheduling Materials</i></p>
<p><b>Term</b> Job enrichment</p>
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An increase in the number of tasks that an employee performs and an increase in the control over those tasks. It is associated with the design of jobs and especially the production worker's job. [It is also] an extension of job enlargement.

**Module 5**

*Section D: Managing Detailed Schedules and Scheduling Materials*

**Term**  
Job rotation

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The practice of an employee periodically changing job responsibilities to provide a broader perspective and a view of the organization as a total system, in order to enhance motivation and provide cross-training.

**Module 5**

*Section D: Managing Detailed Schedules and Scheduling Materials*

**Term**  
Manufacturing order

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A document, group of documents, or schedule conveying authority for the manufacture of specified parts or products in specified quantities. Syn.: job order, manufacturing authorization, production order, production release, run order, shop order, work order. See: assembly parts list, batch card, blend order, fabrication order, mix ticket, work order.

**Module 5**

*Section D: Managing Detailed Schedules and Scheduling Materials*

**Term**  
Work order

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1) An order to the machine shop for tool manufacture or equipment maintenance; not to be confused with a manufacturing order. Syn.: work ticket. 2) An authorization to start work on an activity (e.g., maintenance) or product.