

Weekly Route Review Sheet

A one-page review for comparing what was planned with what actually happened, finding the reason for the gap and deciding what to change next week.

Week beginning _____	Reviewer _____
Route / area _____	Depot / team _____

1. Compare the four things that matter

Comparison	Planned	Actual	What explains the gap?
Stops / customer visits			
Route sequence / timing			
Service exceptions			
Distance / travel pattern			

2. Evidence behind the exceptions

Record the evidence that explains the biggest gaps. Use actual notes, reason codes, delivery-window issues, customer changes or route-history observations rather than memory.

Exception / gap	Evidence	Controllable next time?

3. Commit the next planning change

Change for next week	Owner	Check on

Next review: _____ One thing we will not change yet:

Use this sheet to make the weekly review specific. A route difference is only useful when it changes a planning decision.