

## **ABSTRACT**

*Jafariah Company is a company that operates in the convection industry which produces women's clothing, namely robes. Jafariah Company is located in West Bandung Regency. In the production process carried out by the Jafariah Company using the method make to stock which means producing to meet needs inventory. Production targets and market demand that are not commensurate with the amount of human resources available cause market demand and production targets to not be achieved. Apart from that, the amount of available human resources causes low production capacity capabilities to be the main factor in the problem of not achieving market demand and production targets. Therefore, it is necessary to calculate human resource needs to increase current production capacity. In increasing production capacity, calculations are made based on forecasting production capacity using the method double moving average.*

*In this research, forecasting was carried out using the method double moving average in this method is used double moving average 3x2 with level mean squared error (MSE) of 544603.1057. After doing the calculations mean squared error forecasting is carried out for the next 12 periods, the results of the forecasting show an increase in production capacity, to meet production capacity, human resource needs are calculated with two alternative solutions, namely recruitment and overtime, the total employee requirement is 39 people, based on this the recruitment process is needed additional 16 workers by doing lay off every month when the need for labor decreases, while overtime is required for 12 workers and for the remaining labor needs, overtime is carried out according to the needs of each month, there is a comparison of the costs incurred by the Company for salaries in the two alternative solutions, in the first alternative, namely recruitment, the total expenditure cost of IDR 1,694,690,991. while the second alternative, namely partial recruitment and overtime, costs a total of IDR 1,599,652,491*

*Based on research that has been carried out at the Jafariah Company, it can be concluded that the solution used is a partial recruitment and overtime solution by recruiting 12 additional workers so that the total workforce is 35 people with a total salary cost of IDR 1,599,652,491*

**Keywords: Employee needs, Forecasting, Double Moving Average, Production Capacity**