

# Sauce & Spoon Project Plan

	TASK	START DATE	DUE DATE	DURATION	TASK OWNER	STATUS
1	Milestone: Tablets received					
	Generate quotes and review costs			14		
	Create contracts and statements of work for vendors		Use past contracts for boilerplate	5		
	Order tablets		Shipping updated to ~10 days	10		
2	Milestone: Training complete					
	Manager training planning			5		
	Manager training		One day event	1		
	GM meeting with staff regarding buy-in		Let Gilly plan this	1		
	Waitstaff training planning			5		
	Waitstaff training		One day event	1		
3	Milestone: Tablet installation complete					
	Book an electrician to install the tablets/wiring		Reference from Deanna	8		
	Install working tablets in the bar area at the Downtown restaurant locations			1		
	Install working tablets in the bar area at the North restaurant locations			1		
	Sync tablet software with POS		Need to update the POS system	7		
4	Milestone: Launch Day complete					
	Create a launch day plan: staffing, troubleshooting, etc.			20		
	Upload branding to tablets		Connect the marketing team to Terrific Tablets	10		
	Load menus into the tablets		Waiting on Carter	7		
	Include messaging about payment security on the tablet		Uploading text	1		
	Create a behind-the-scenes video of the scratch-to-table process to show on the tablets			14		
	Create a procedure for securing tablets at the end of the night (at the table or in a safe)			13		
	Create and implement a post-dining survey to assess customer satisfaction			3		
	Test run planning			10		
	Test run		One day event	1		
	Launch day		One day event	1		

