**Project Planning Phase**

**Prepare Milestone & Activity List**

|  |  |
| --- | --- |
| Project Name | Retail Store Stock Inventory Analytics |
| Team ID | PNT2022TMID44838 |

**Do a security inspection**.

Inspect the building for signs of anything that may have gone wrong while your store was closed. Conduct the following steps:

* Inspect the exterior of the building.
* Inspect windows and doors for signs of forced entry.
* Check that the alarm is working properly, then disarm your security system when you enter the store.
* Review security footage if necessary.
* Keep your doors locked until you’re open for business.

**Perform daily housekeeping**.

See to it that your store is nice and presentable when people start coming in.

* Shine your windows.
* Do a quick sweep of the shop floor to clear dirt and dust.
* Keep an eye out for spillage or anything that may be considered a safety hazard (things on the floor, stuff hanging from the ceiling, etc.)
* Inspect and clean your fitting room and other areas frequented by shoppers.

**Turn on electronics and other appliances.**

You can choose to do this until right before you’re officially open for the day. Make sure that switch on the following before shoppers start coming in:

* Lights.
* HVAC.
* Electronic displays.
* TV and sound system.
* Computers, tablets, and other gadgets.