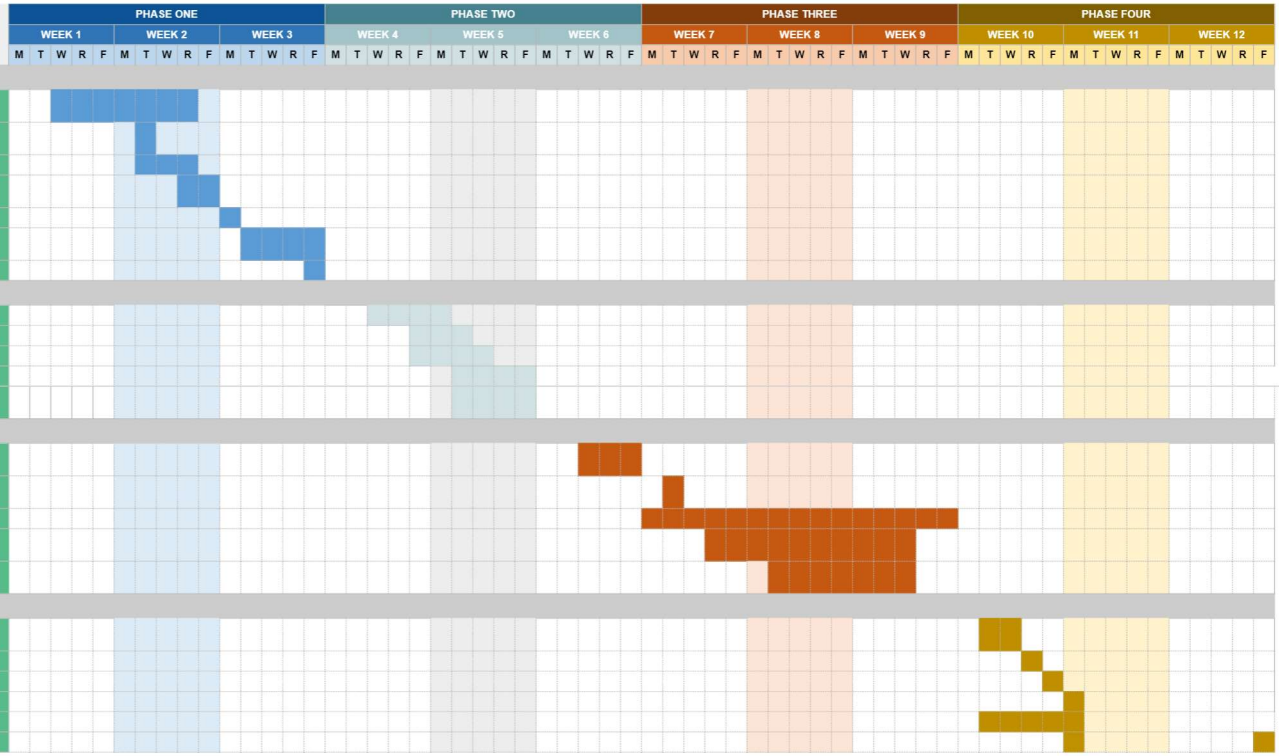
Reservation System Project Plan

PROJECT TITLE	Reservation System Implementation: Sauce and Spoon	COMPANY NAME	Sauce and Spoon
PROJECT MANAGER	Carmen	DATE	1/1/18

WBS NUMBER	TASK TITLE	TASK OWNER	START DATE	DUE DATE	DURATION (DAYS)	PCT OF TASK COMPLETE
1	**Project Initiation**					
1.1	Research data points on reservation systems and enhancement	Carmen	1/8/18	1/15/18	7	100%
1.1.1	Gather historical data on booking process	Carmen	1/15/18	1/15/18	0	100%
1.2	Align and evaluate stakeholders	Alex	1/15/18	1/17/18	2	100%
1.3	Calculate projections and enhancements	Carmen	1/17/18	1/18/18	1	100%
1.4	Interview members of the staff	Alex	1/18/18	1/19/18	1	100%
1.4	Create project charter (scope and goals)	Carmen	1/22/18	1/26/18	4	100%
1.5	Schedule kick off meeting	Carmen	1/29/18	1/29/18	0	100%
2	**Sourcing**					
2.1	Research reservation system options	Carmen	2/2/18	2/2/18	4	100%
2.2	Generate quotes and review costs	Carmen	2/5/18	2/5/18	3	100%
2.3	Test out reservation systems	Makayla	2/5/18	2/9/18	4	100%
2.4	Choose a reservation system	Carmen	2/5/18	2/9/18	4	100%
2.5	Vendor timeline and deliverables schedule	Carmen	2/6/18	2/10/18	4	100%
3	**Planning**					
3.1	Create contracts and statements of work for vendors	Vince	2/12/18	2/15/18	3	100%
3.2.1	Message about launch date to stakeholders	Alex	2/13/18	2/13/18	0	100%
3.3	Project Plan Updates	Carmen	2/15/18	2/28/18	13	100%
3.4	Update marketing/social media plan/calendar	Alex	2/15/18	2/25/18	10	100%
3.5	Create launch day plan: staffing, troubleshooting, etc.	Alex	2/18/18	2/25/18	7	100%
4	**Training**					
4.1	Map out seating chart/upload into software	Makayla	2/20/18	2/22/18	2	100%
4.2	Train GMs on new software	Makayla	2/23/18	2/23/18	0	100%
4.3	Train staff on new software	Makayla	2/24/18	2/24/18	0	100%
4.4	Test run reservation system	Makayla	2/25/18	2/25/18	0	100%
4.5	Create troubleshoot/support plan	Makayla	2/20/18	2/25/18	5	100%
4.6	Launch day	Carmen	3/1/18	3/1/18	0	100%