This document provides a comprehensive approach to documenting Boopas Bagel Deli. It covers the following aspects of the business: overview, organizational structure, operations, financials, marketing and sales strategy, and legal and compliance.

**1.** [**Business Overview**](http://businessoverview.docx)**:** Start by providing a detailed description of the business. This includes the business model, the products and services offered (in this case, different types of bagels, spreads, and other menu items), the target market, and the unique selling proposition.

**2.** [**Organizational Structure**](https://boopasbagelboy-my.sharepoint.com/personal/internal_boopasbageldeli_com/Documents/DocumentingDocumentation/OrganizationalStructure.docx)**:** Document the organizational structure of the deli. This includes roles and responsibilities of each team member, reporting lines, and decision-making processes.

**3.** [**Operations**](https://boopasbagelboy-my.sharepoint.com/personal/internal_boopasbageldeli_com/Documents/DocumentingDocumentation/Operations.docx)**:** Detail the day-to-day operations of the deli. This includes sourcing ingredients, preparation processes, customer service protocols, and sales processes. Also, include information about the suppliers, equipment used, and any proprietary processes or recipes.

**4.** [**Financials**](https://boopasbagelboy-my.sharepoint.com/personal/internal_boopasbageldeli_com/Documents/DocumentingDocumentation/Financials.docx)**:** Include a section on the financial aspects of the business. This should cover revenue streams, cost structure, pricing strategy, and financial projections. Also, document any financial software or systems used for accounting and inventory management.

**5. Marketing and Sales Strategy:** Outline the marketing and sales strategy of the deli. This includes branding, advertising, promotions, and sales channels. Also, detail any partnerships or collaborations with other businesses or influencers.

**6. Legal and Compliance:** Document any legal and compliance aspects related to the business. This includes business registration, food safety regulations, employee contracts, and insurance.

**7. Technology:** Detail the technology used in the business. This could include point-of-sale systems, website, social media platforms, and any other digital tools used for operations, marketing, or customer engagement.

**8. Future Plans:** Finally, document any future plans for the business. This could include plans for expansion, new product development, or changes in strategy.