

Sauce & Spoon Project Plan

WBS Number	Task
1 Project Initiation	
1.1	Research data on tablet menu systems and enhancements
1.1.2	Gather historical data on tablet menus
1.2	Align and evaluate stakeholder
1.3	Calculate projections and enhancements
1.4	Interview staff
1.5	Create project charter (scope and goals)
1.6	Schedule kick off meeting
2 Sourcing	
2.1	Research tablet menu system options
2.2	Generate quotes and review costs
2.3	Test out tablet menu system
2.4	Choose tablet menu system
2.5	Vendor timeline and deliverables schedule
3 Planning	
3.1	Create contracts and statements of work for vendors
3.2	Communicate launch date to stakeholders
3.3	Update project plan
3.4	Update marketing, social media, calendar, etc
3.5	Create launch day plan: staffing, troubleshooting, etc.
4 Training	
4.1	Integrate tablet menu to existing systems
4.2.1	Train GMs on new software
4.2.2	Train FOH on new software
4.2.3	Train kitchen staff/BOH on new software
4.3	Test run tablet menu system
4.4	Create troubleshoot/support plan
4.5	Launch day

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Notes	Start Date	Due Date	Duration (Days)
			7
			0
			2
			1
			1
			4
			0
			4
			3
			4
			4
Tablet service, Wifi, electrician, etc			4
			3
			0
			13
			10
			7
Kitchen ordering, waitlist, seating, to go			3
			1
and waitlist system, help guests troubleshoot			1
ordering system, update menu availablilty in			1
end on a mock launch			1
add to troubleshooting/support plan			5
			0

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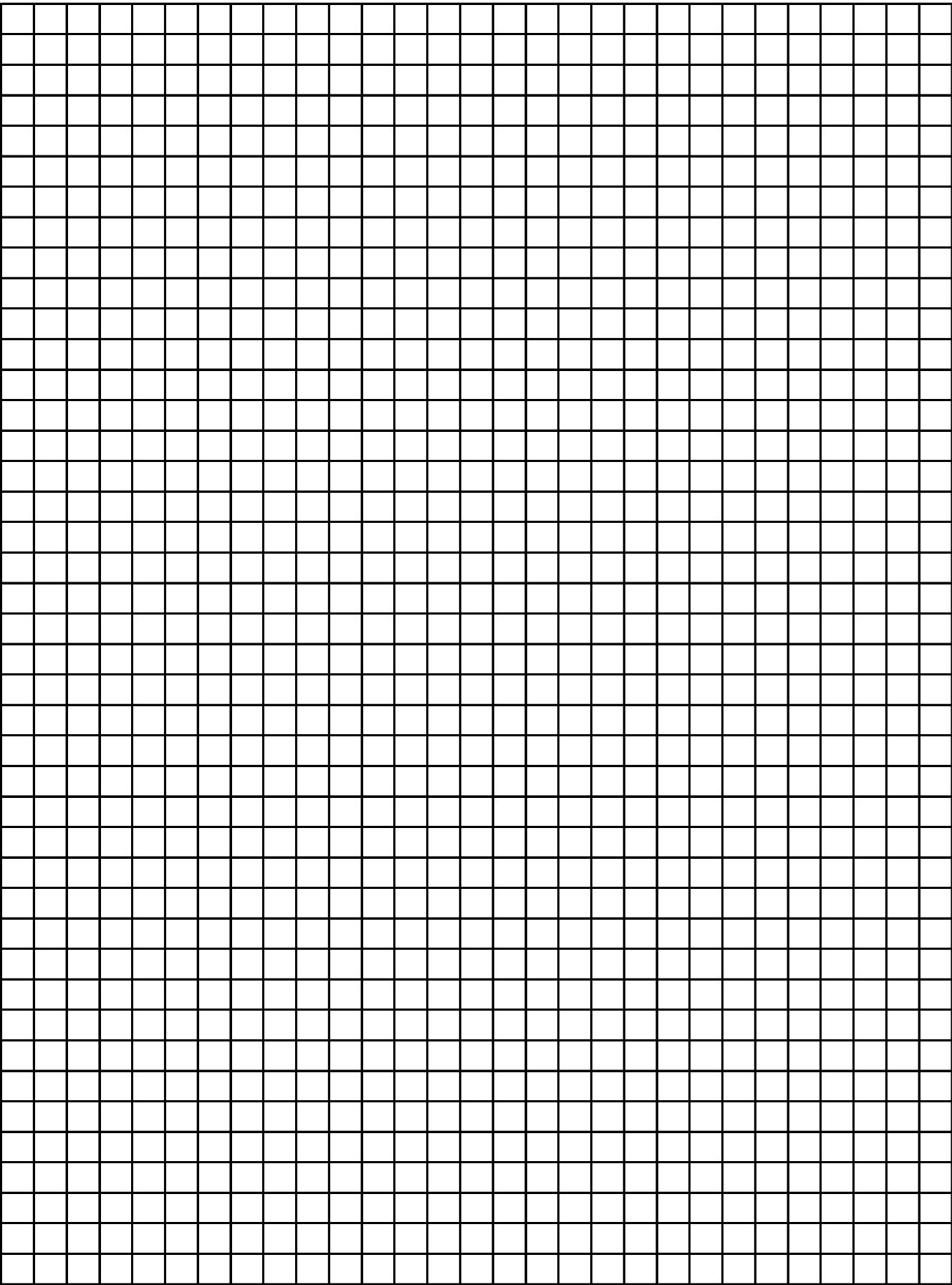
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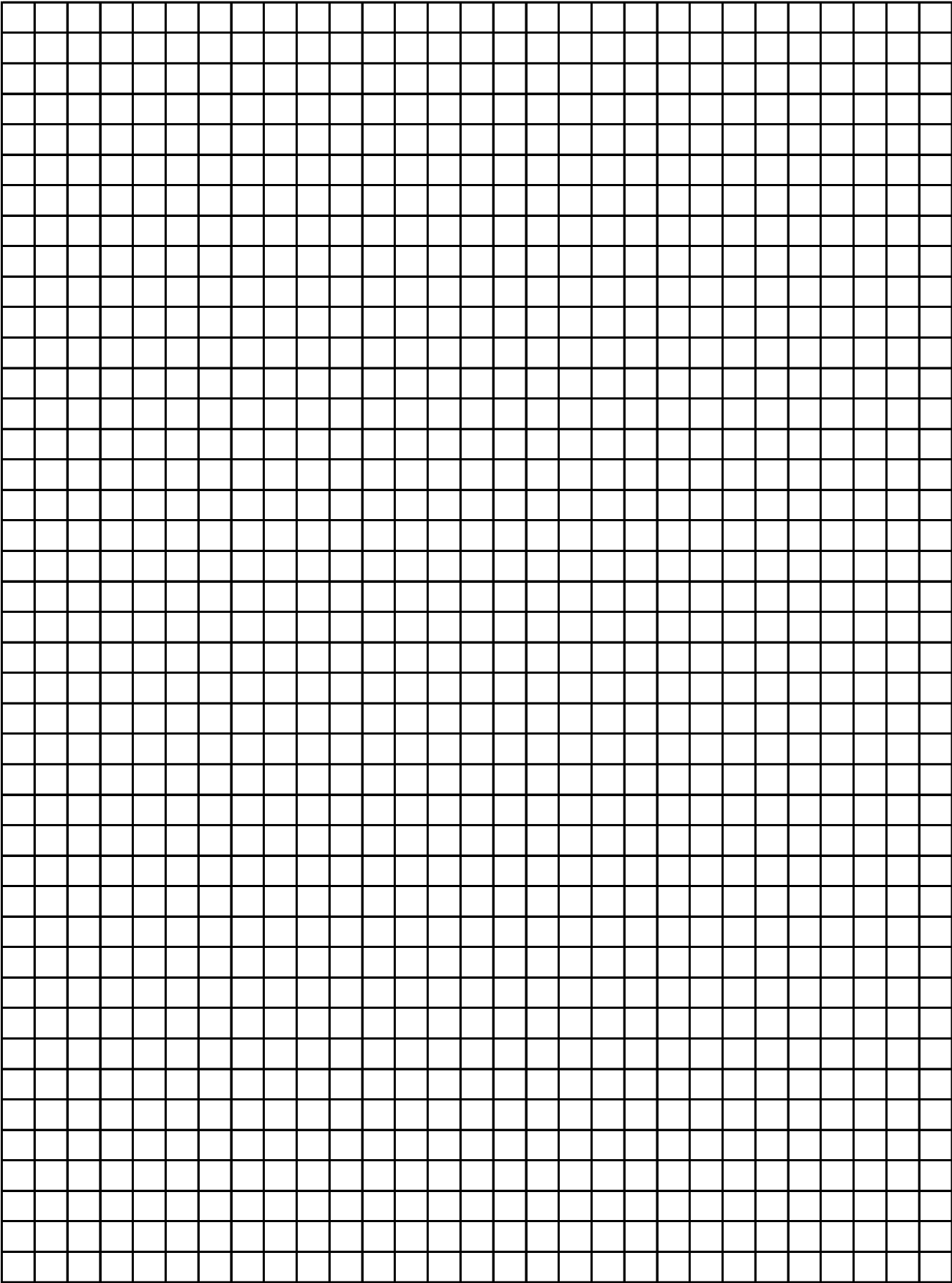
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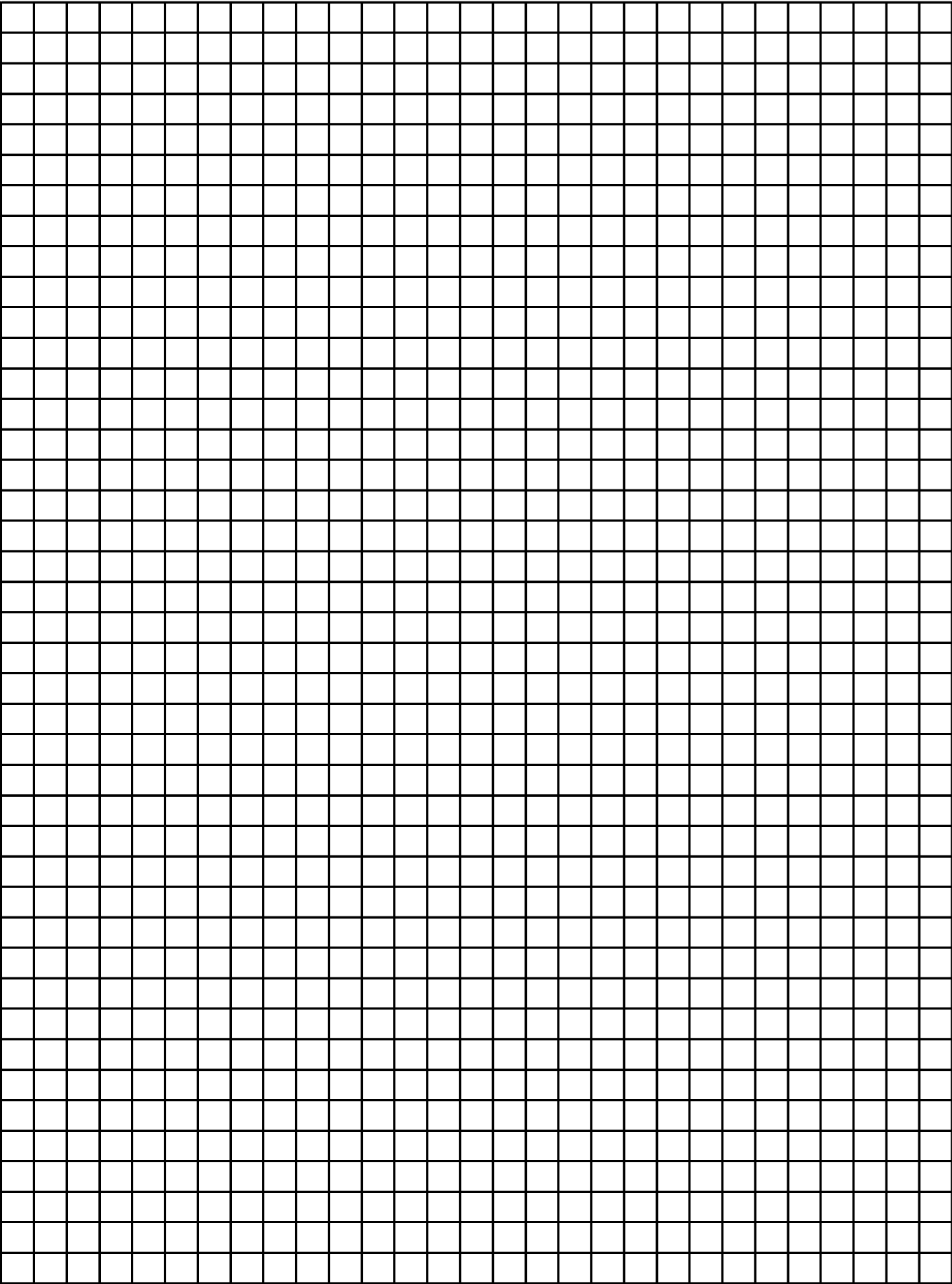
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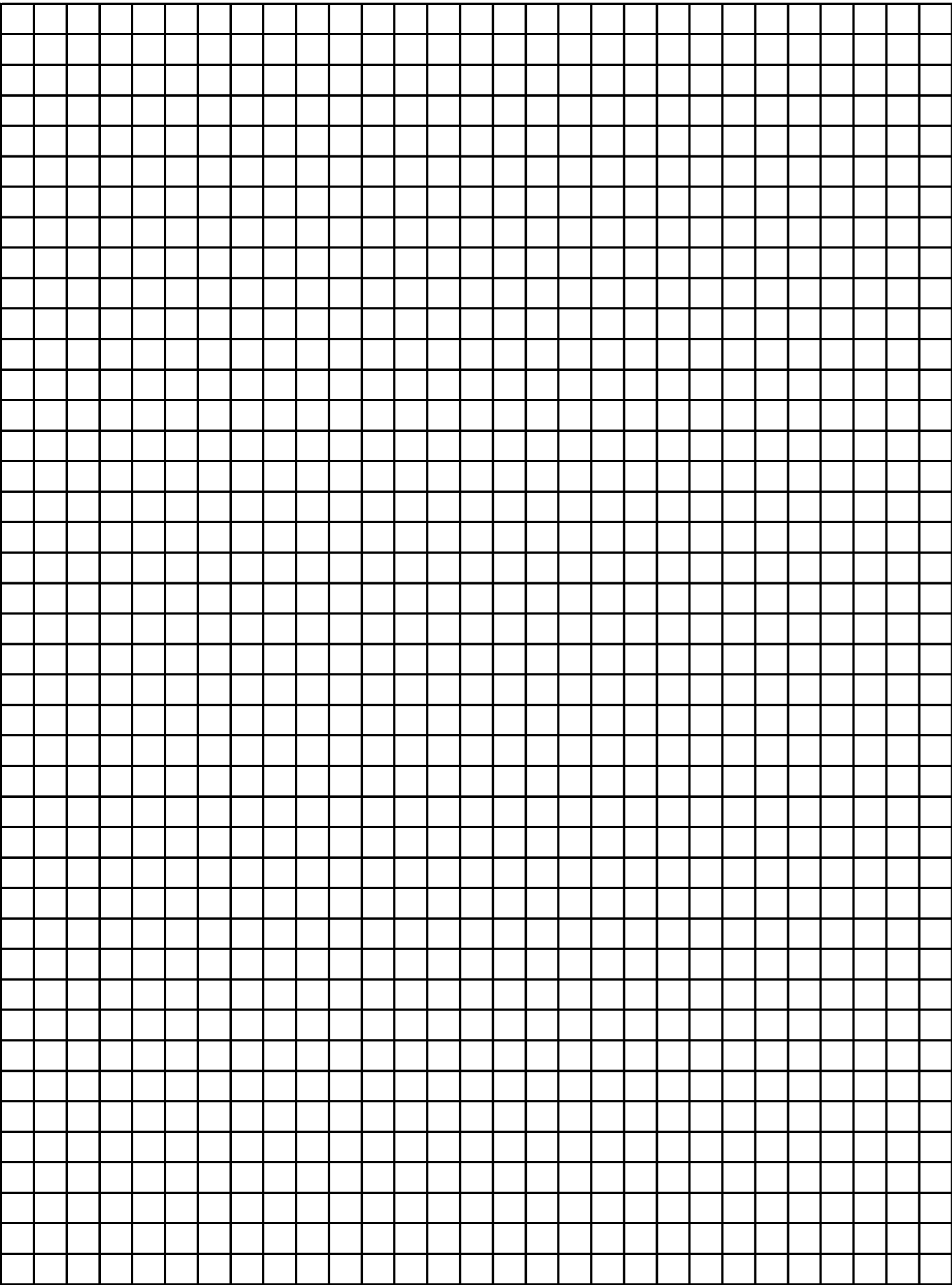
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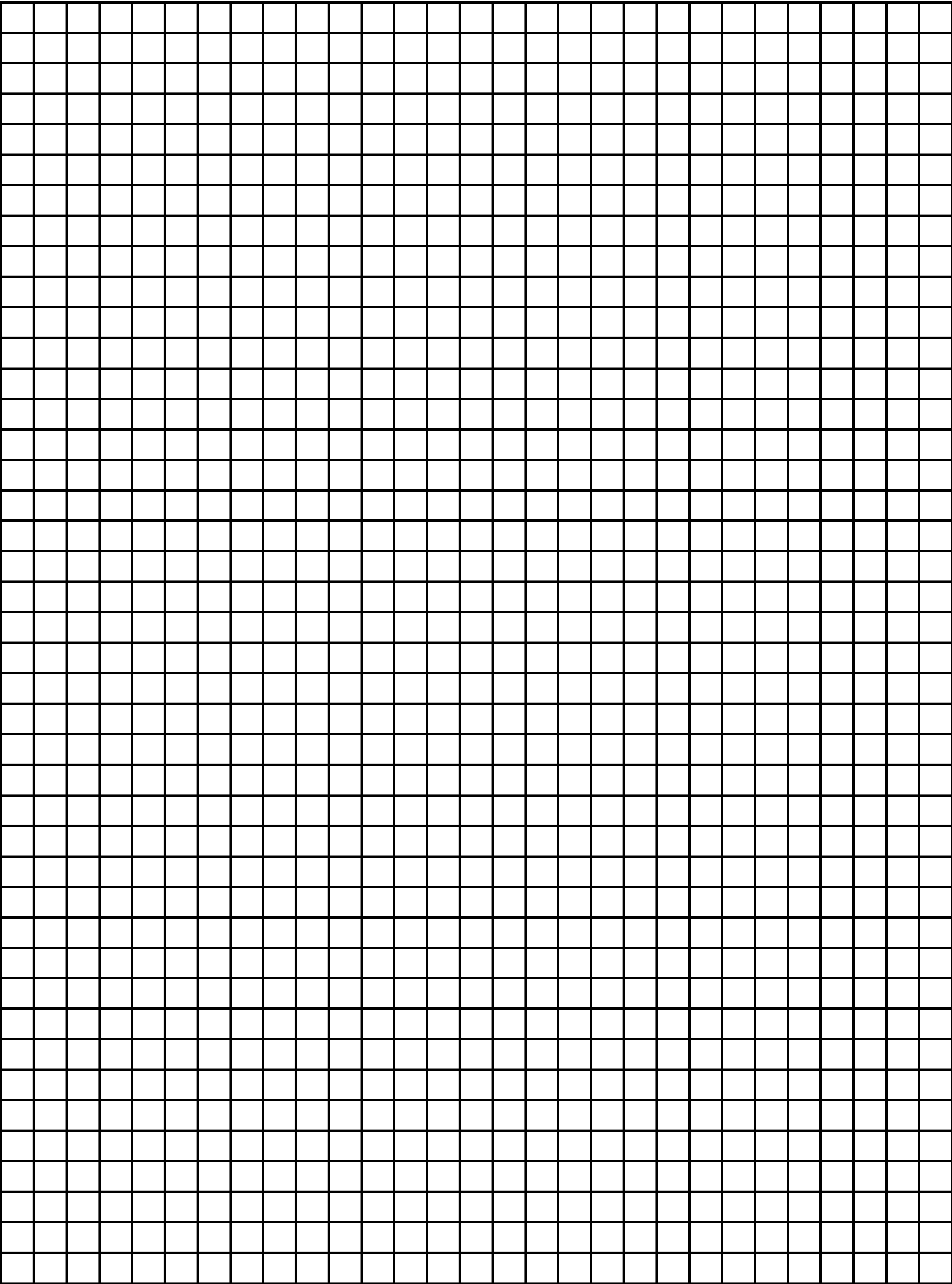
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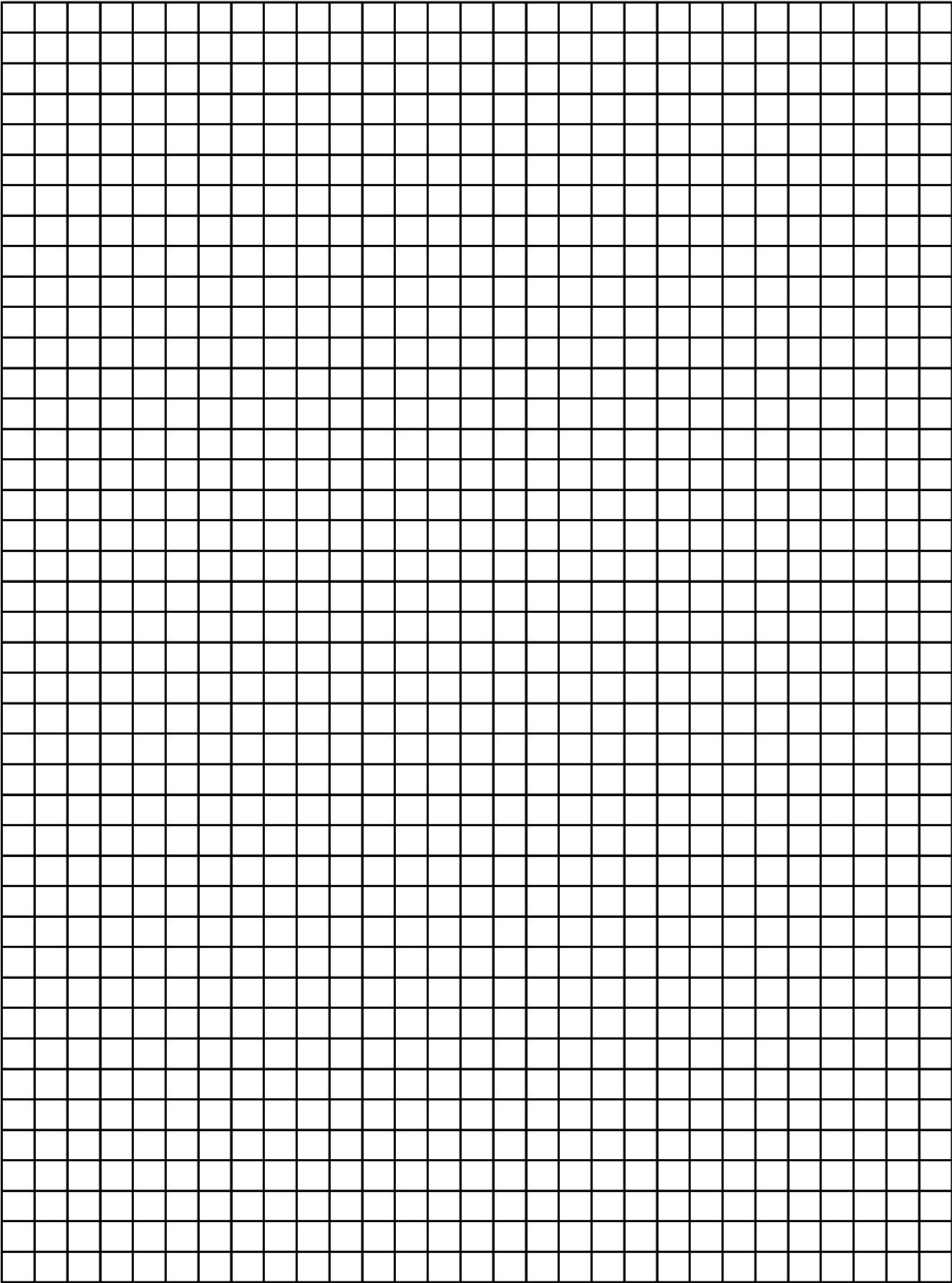


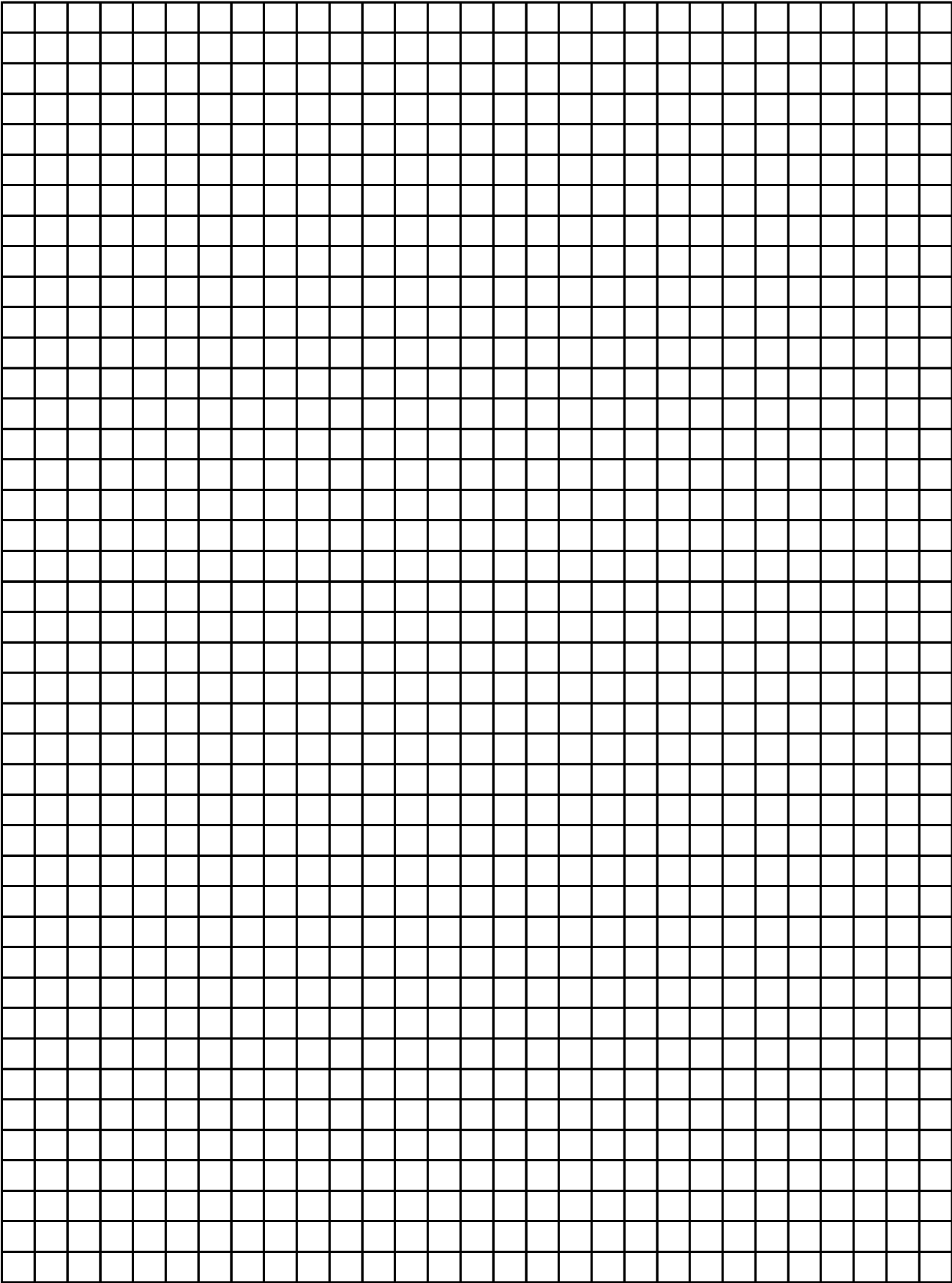


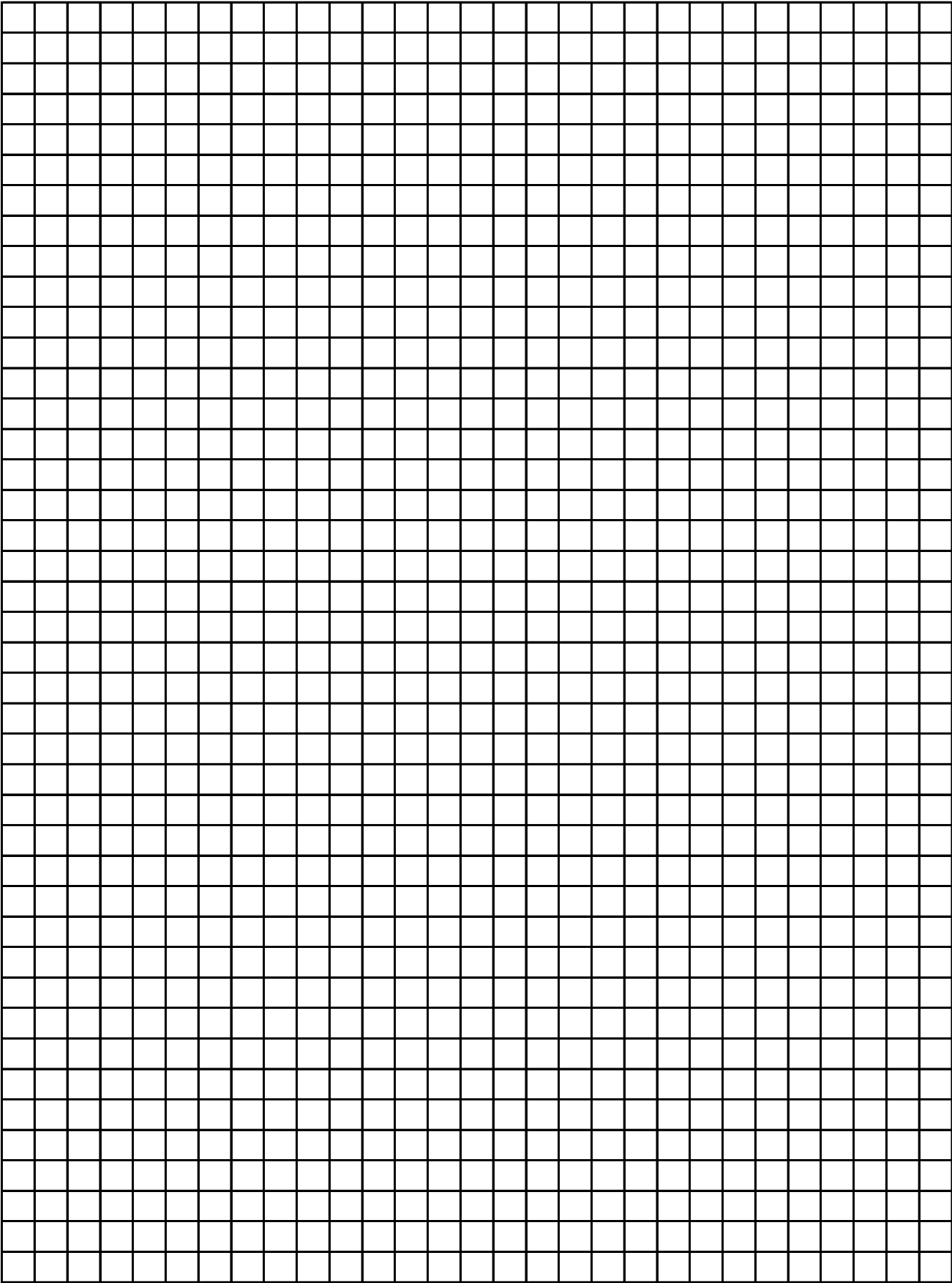


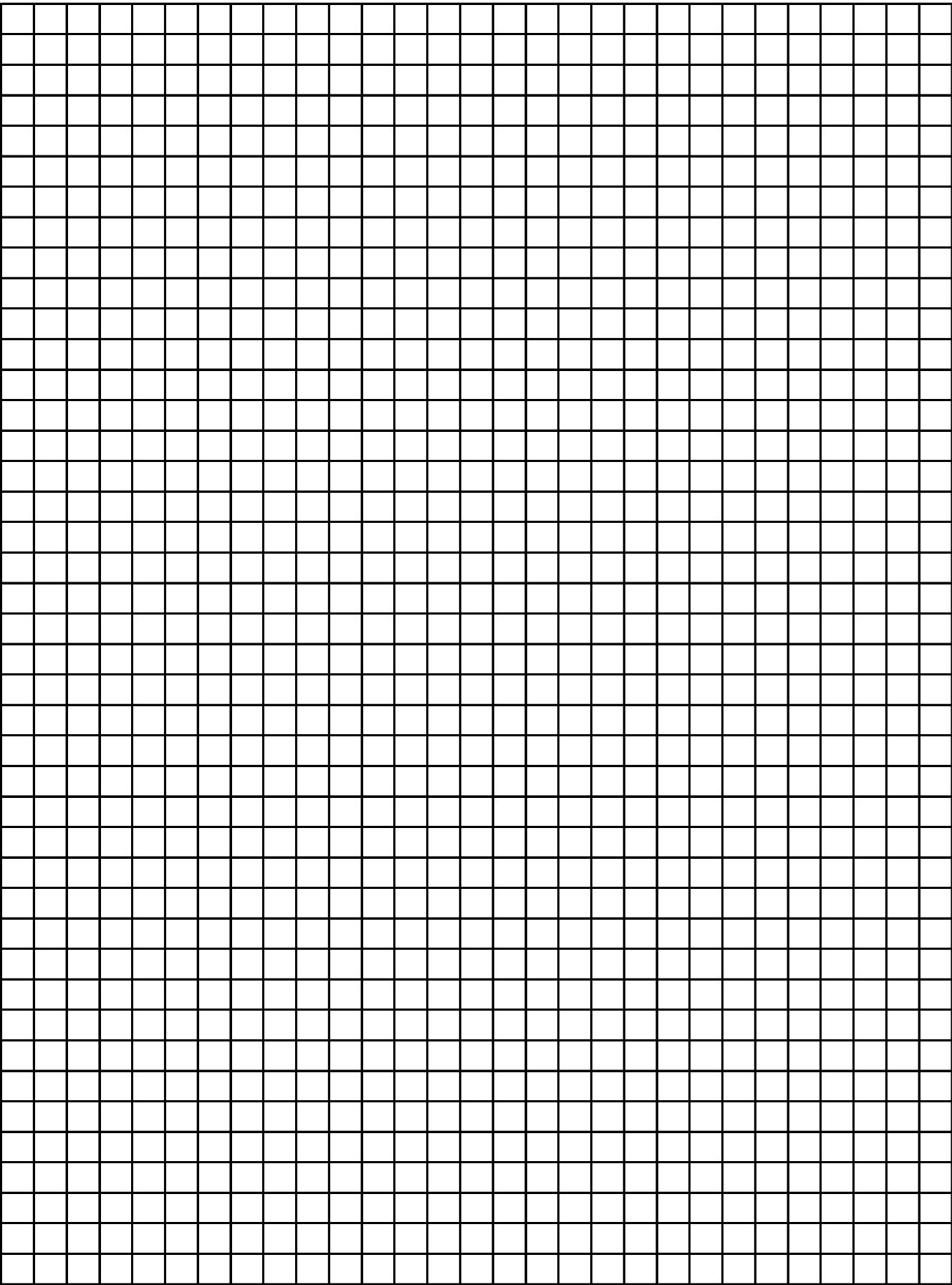


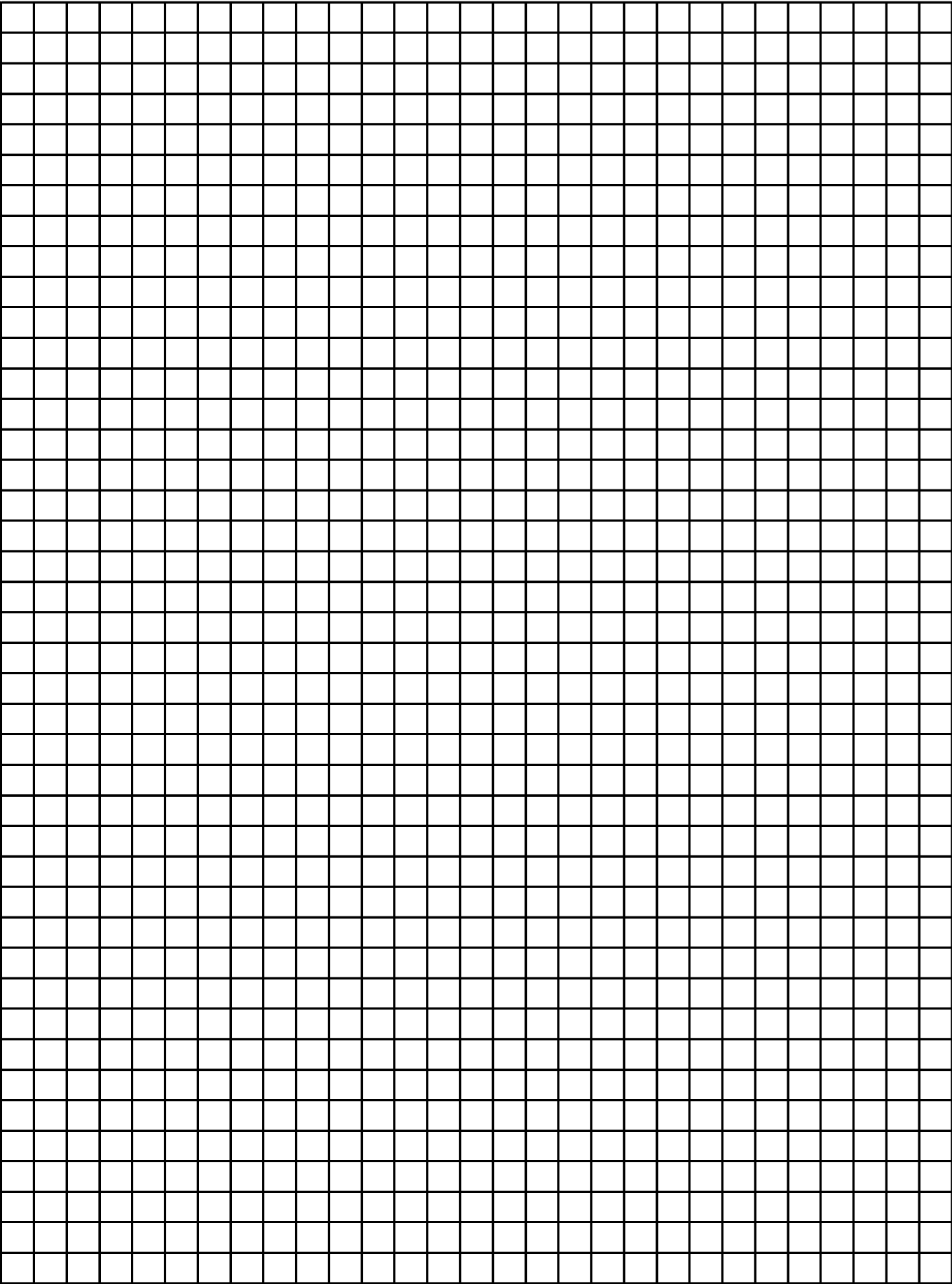


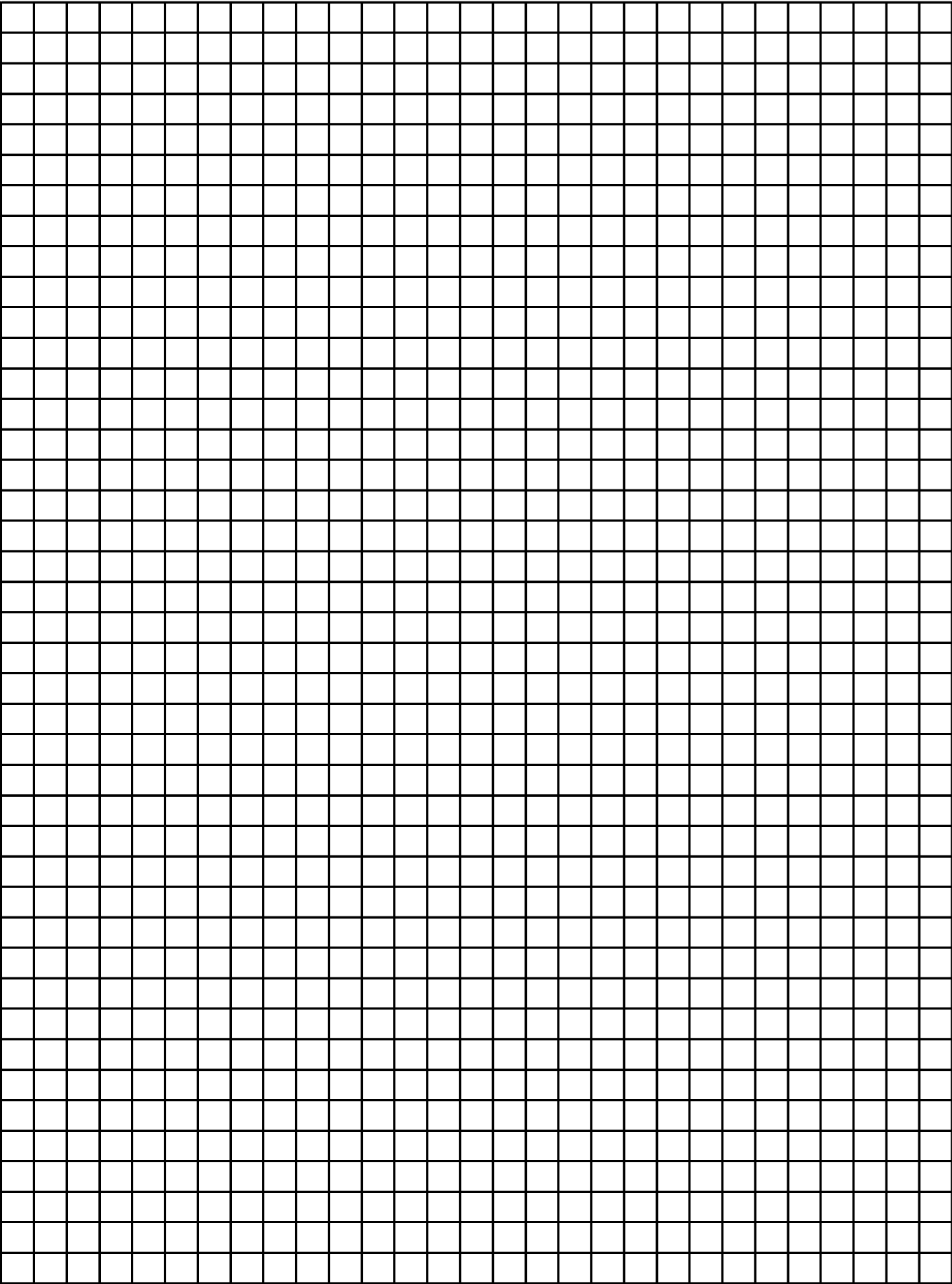


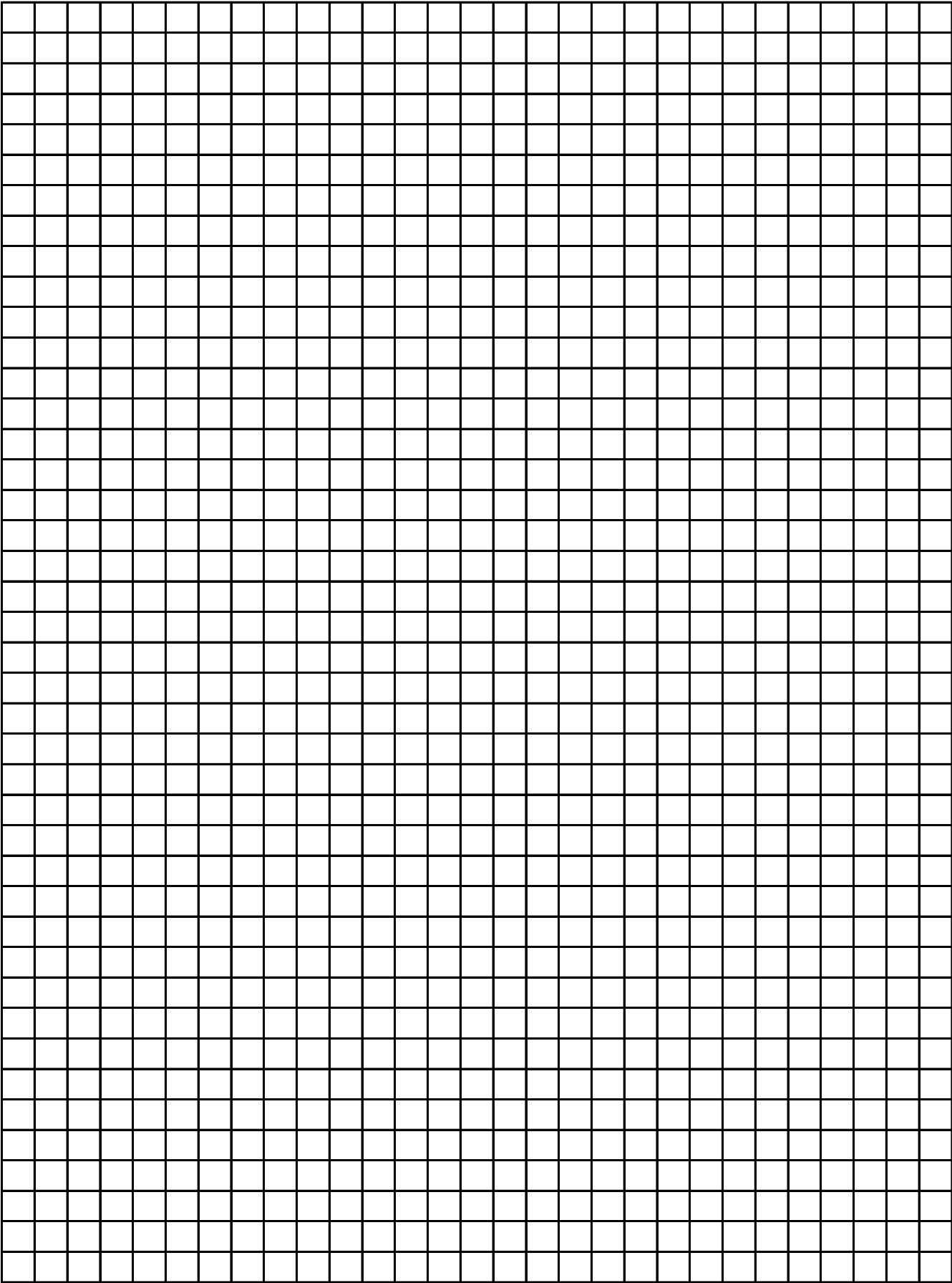


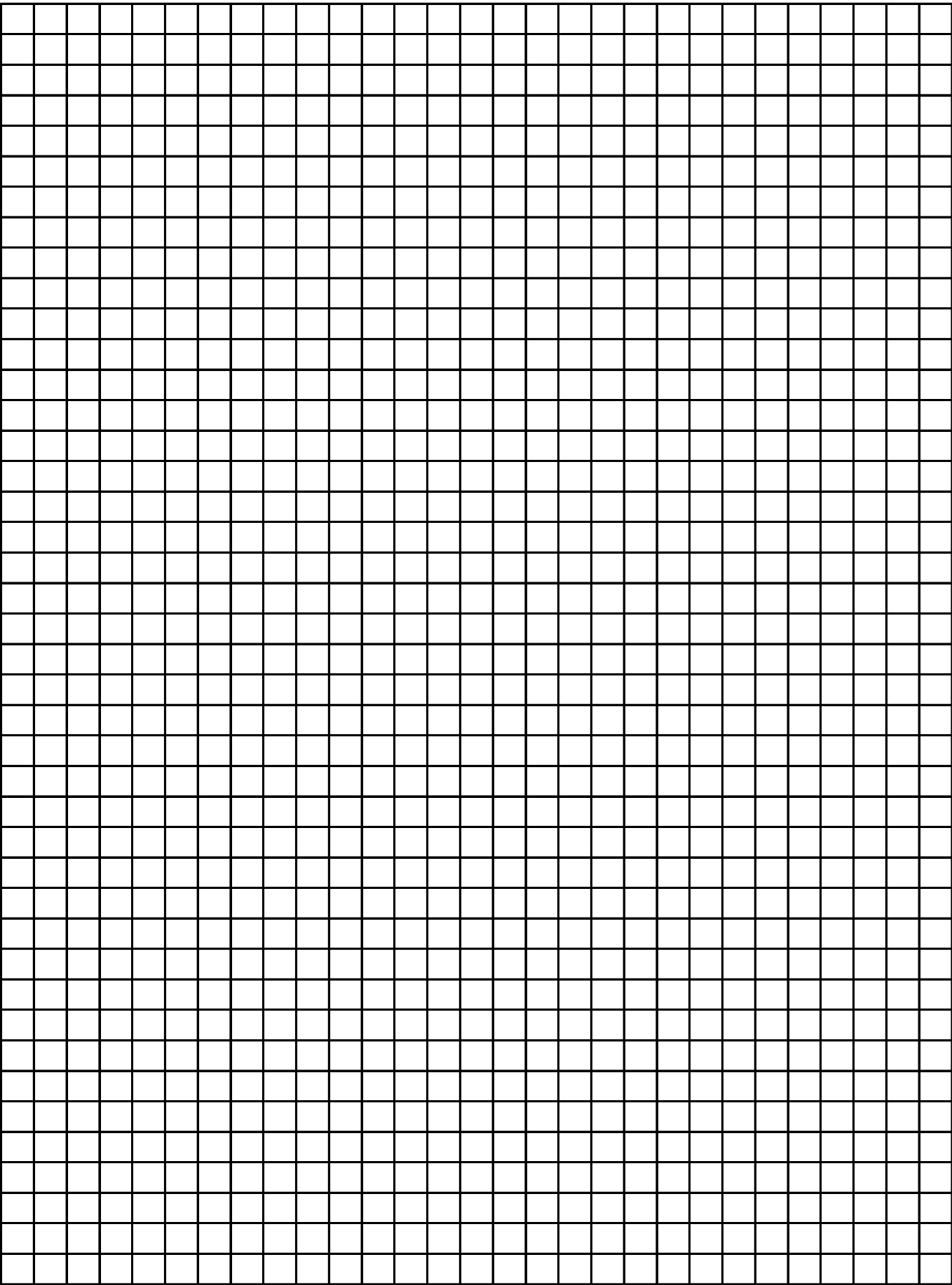


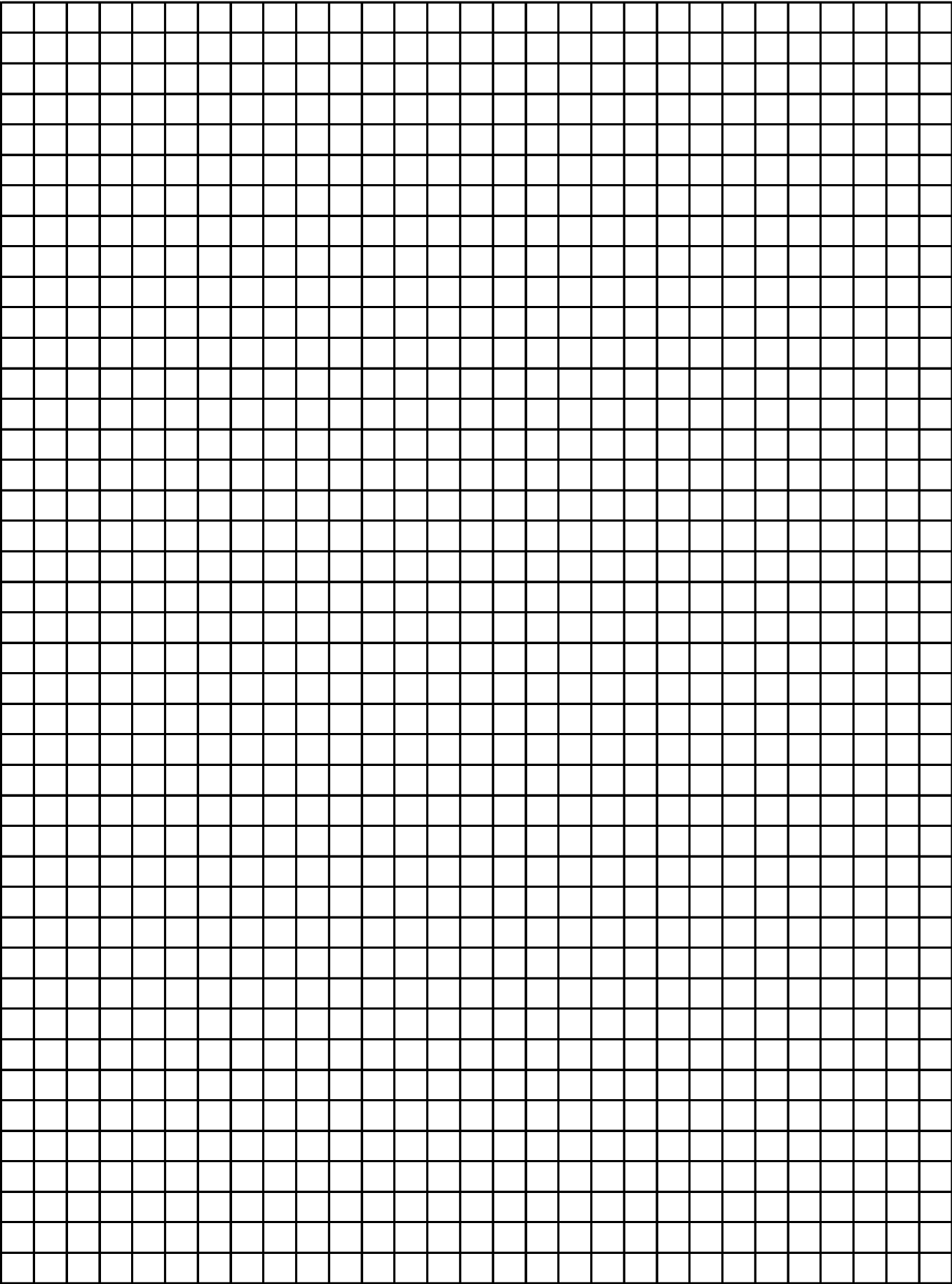


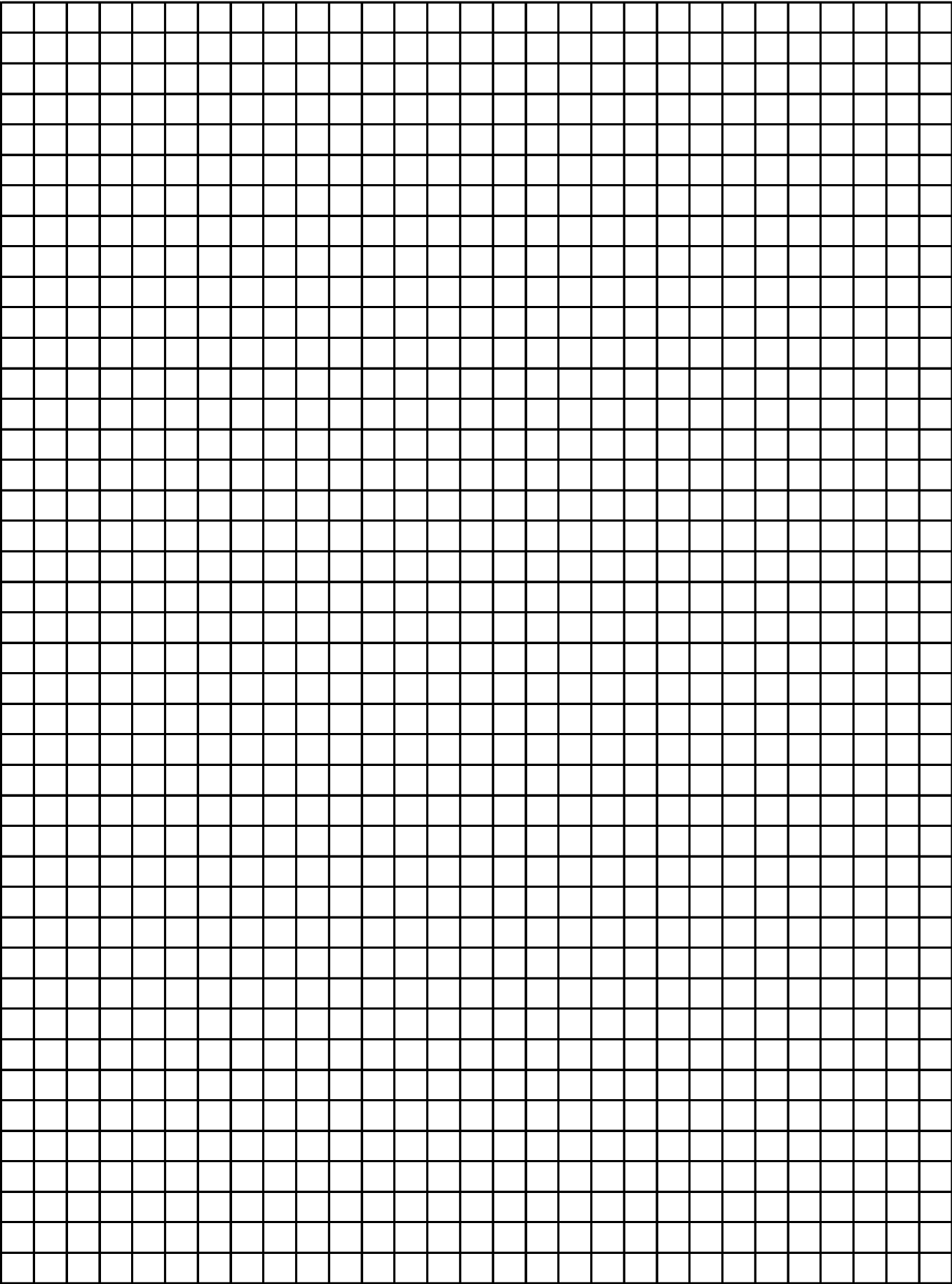


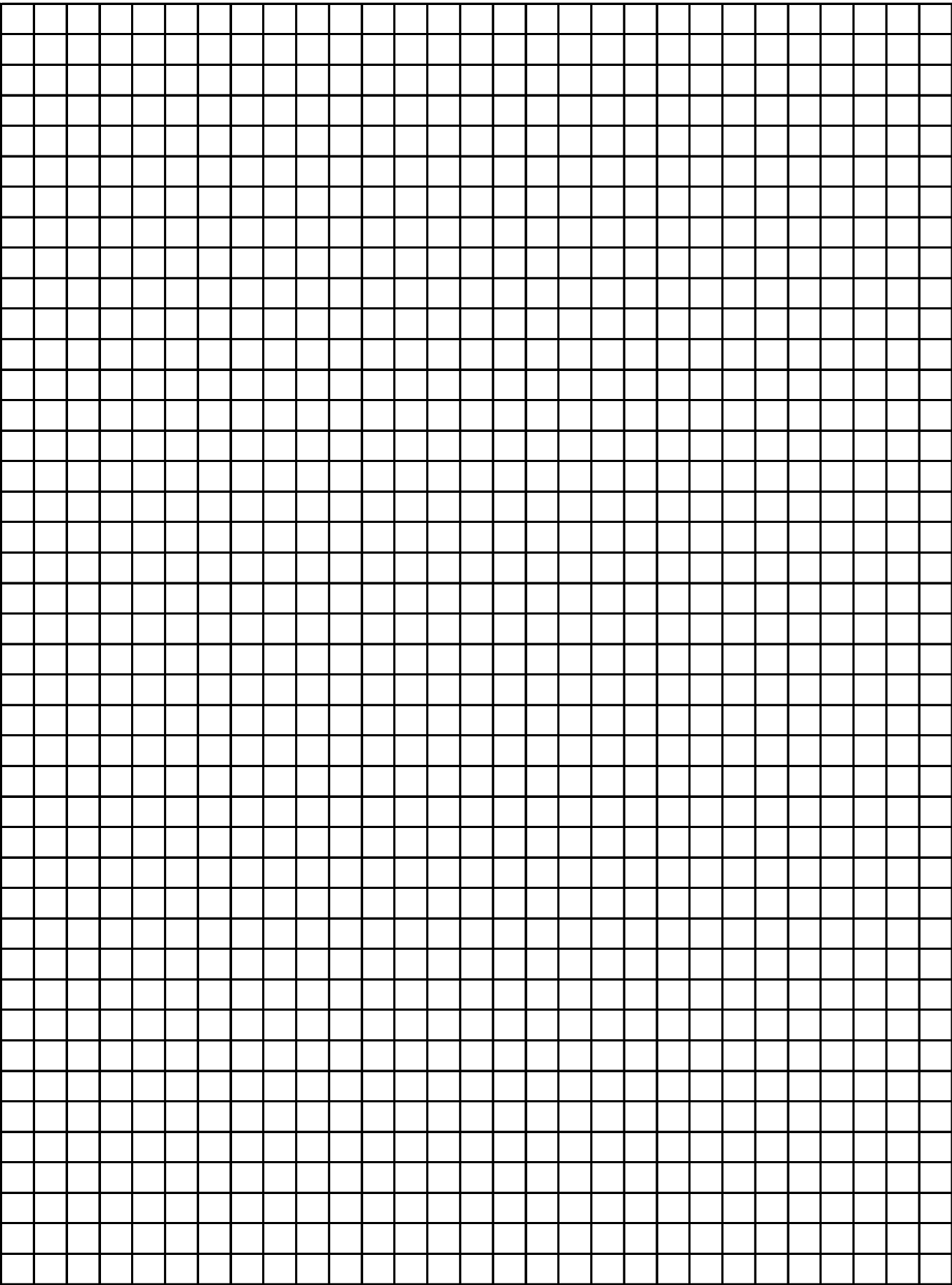


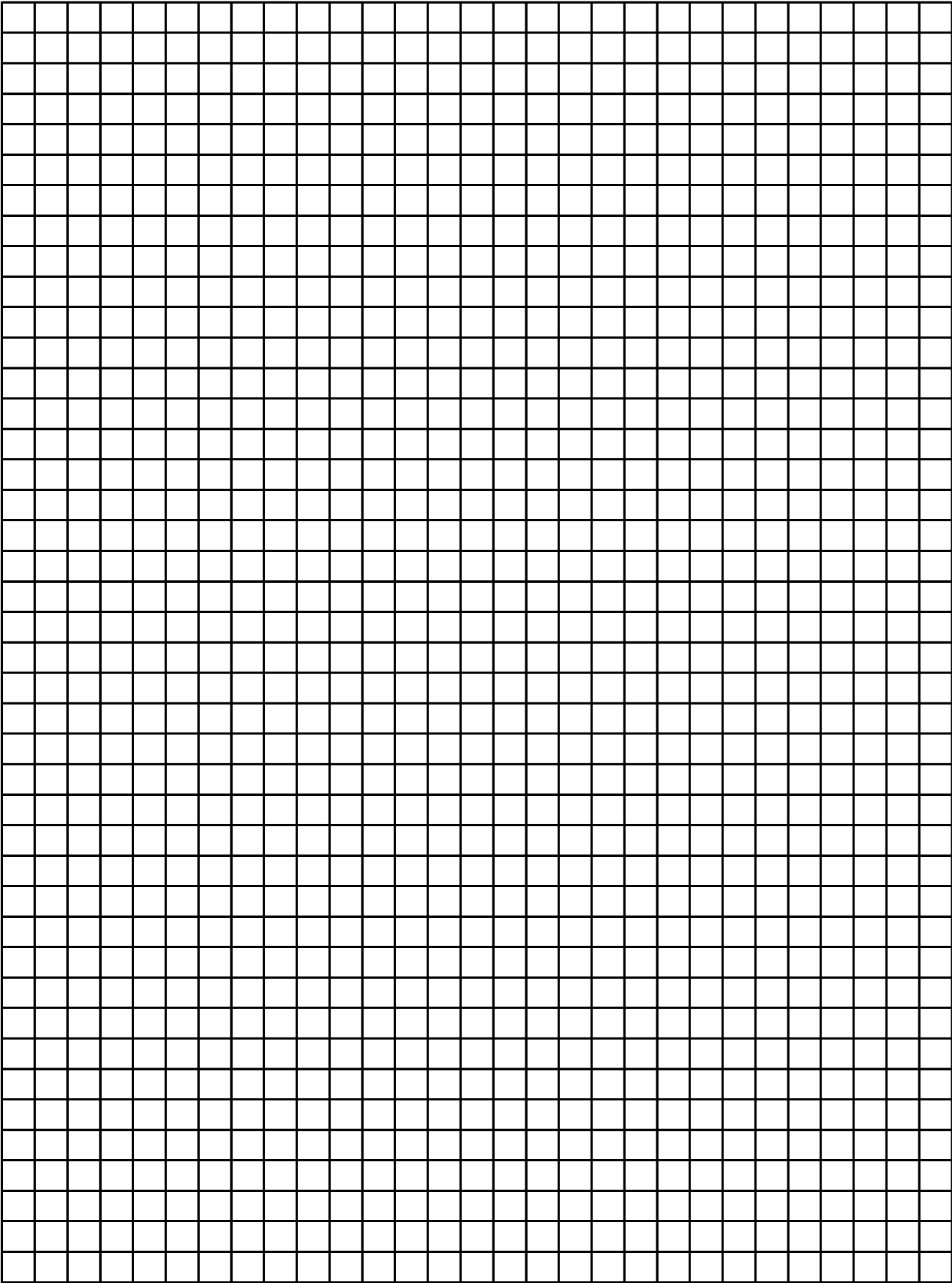


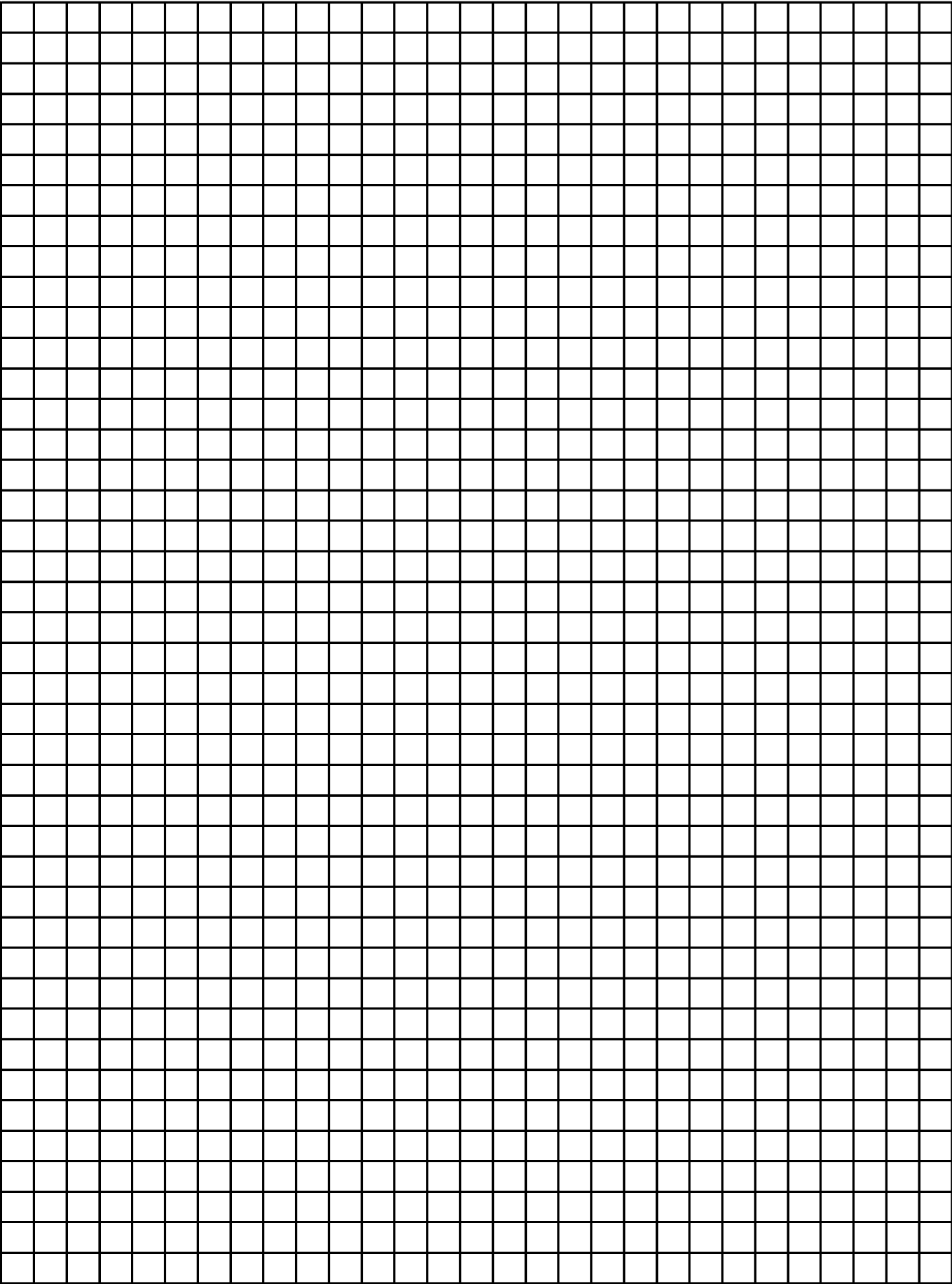


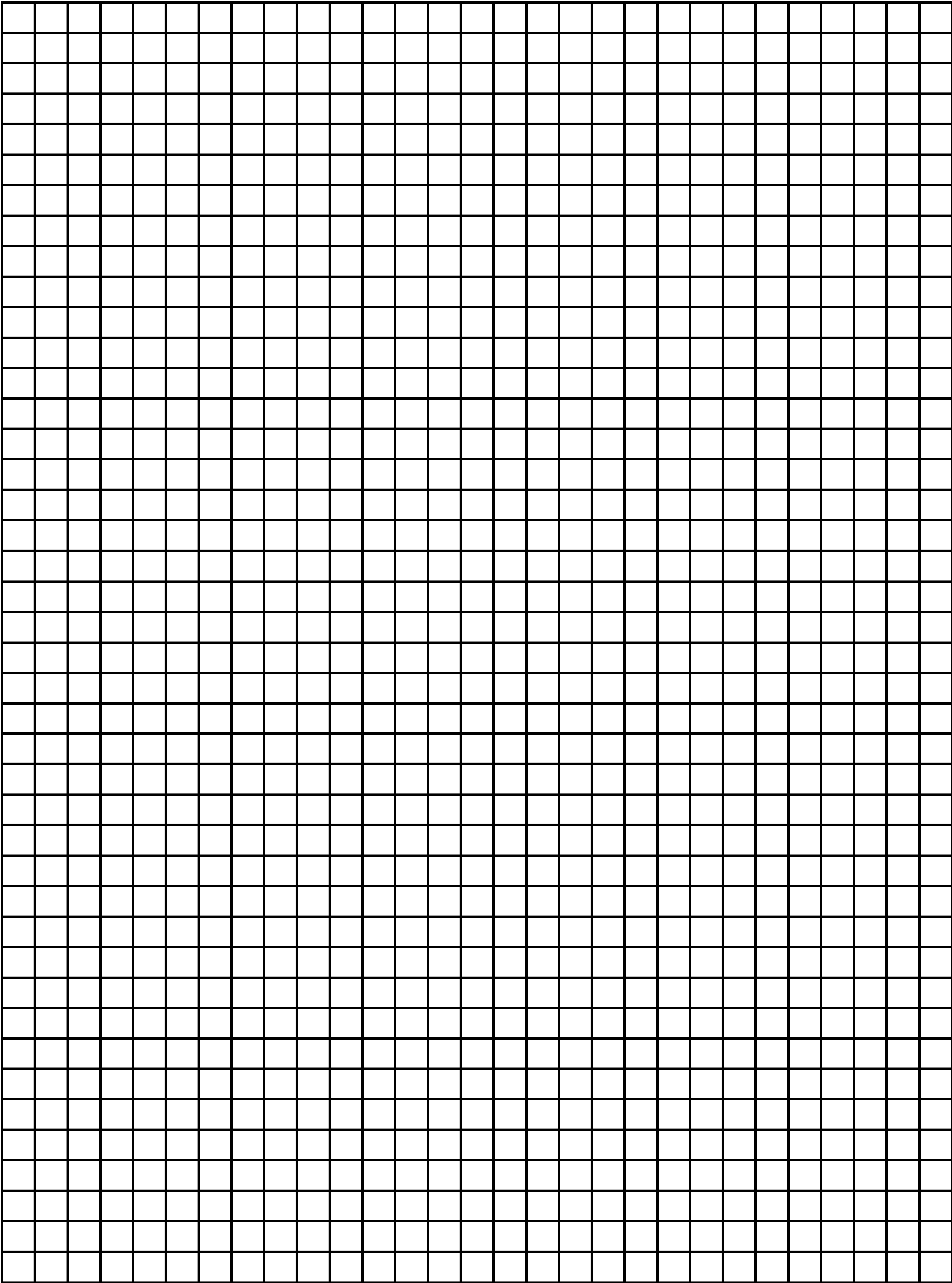


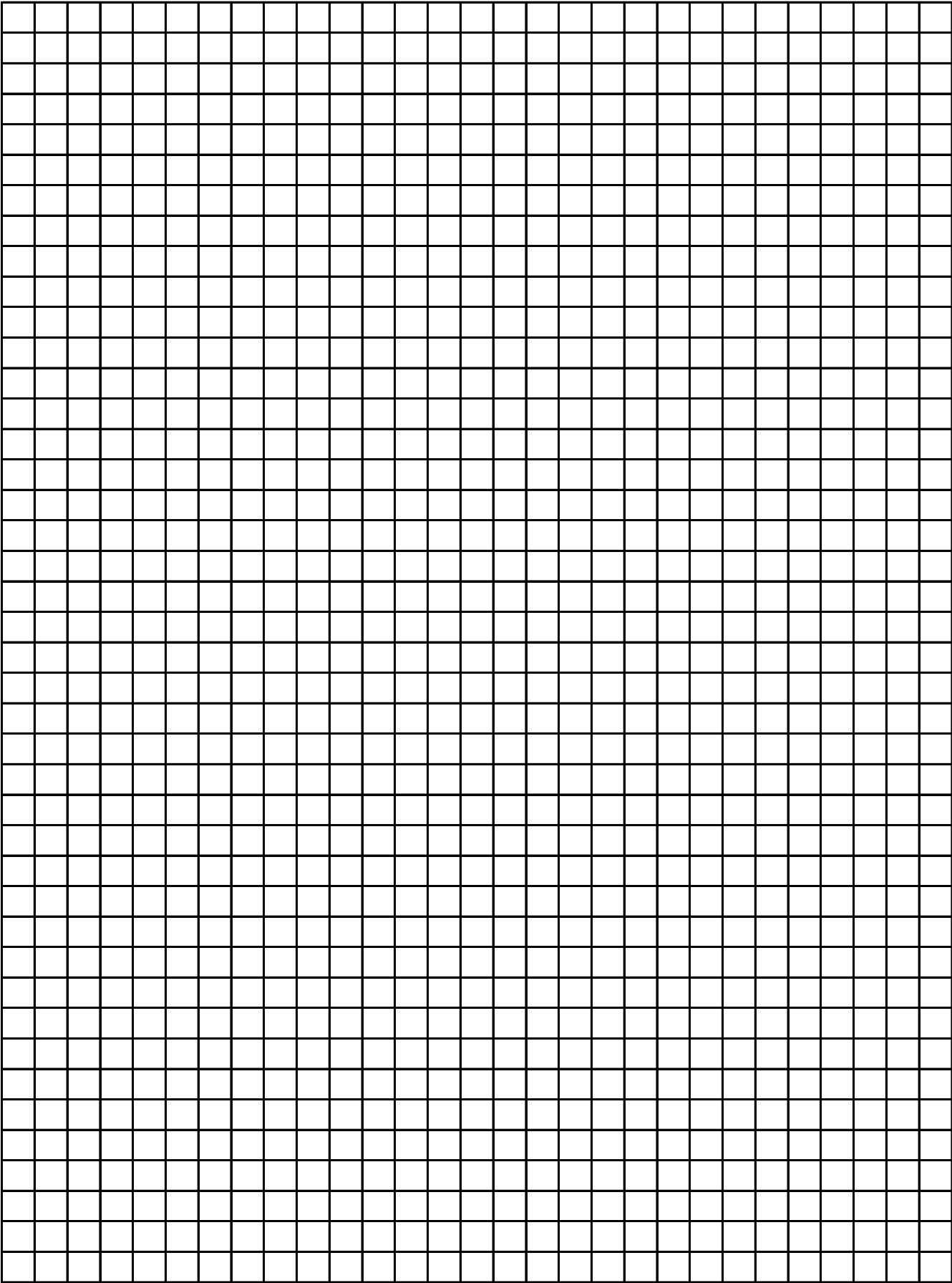


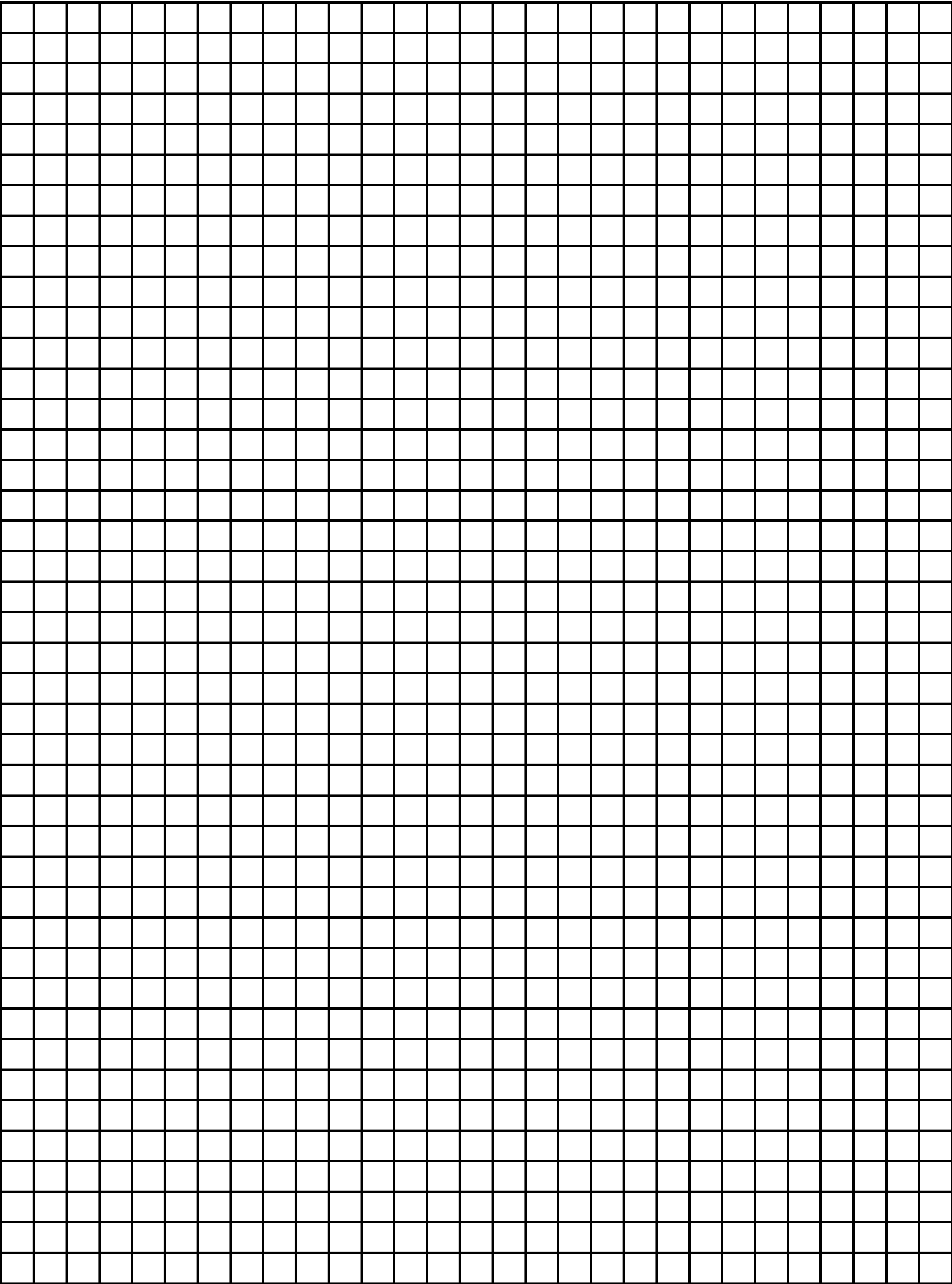


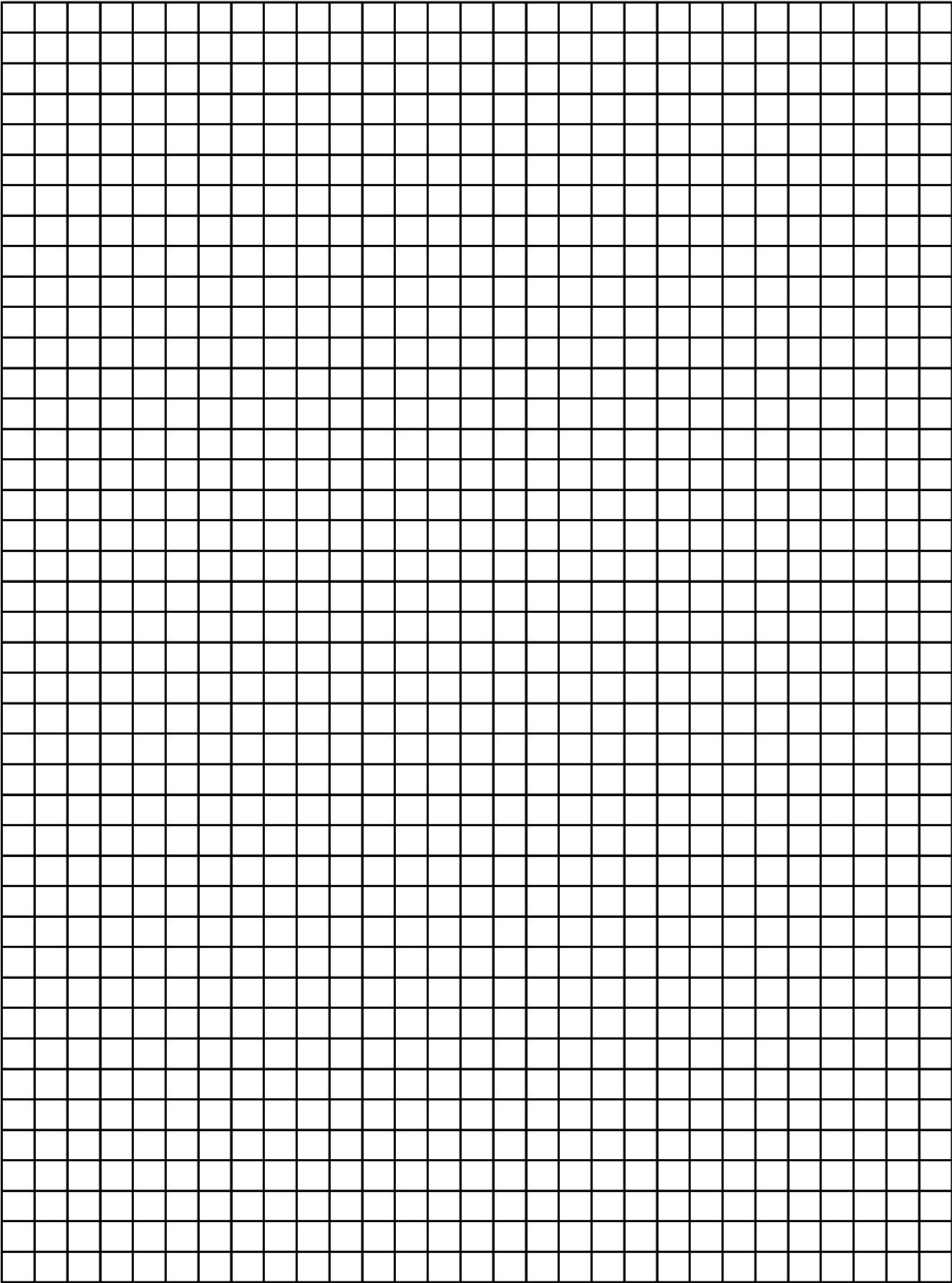


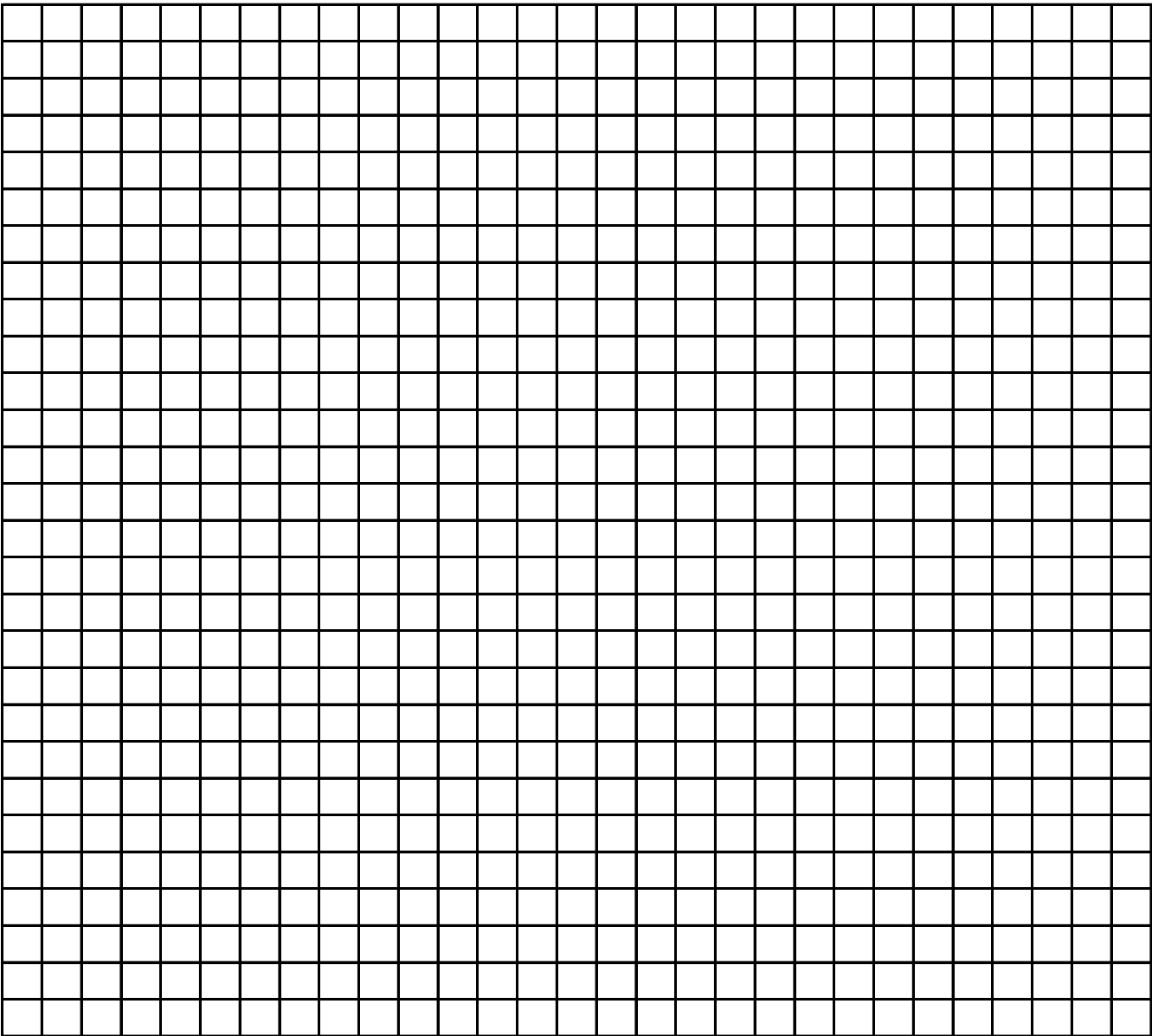












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