

<b>Project Name:</b> Sauce & Spoon
<b>Description:</b> Sauce & Spoon is a small restaurant chain that wants to meet its annual growth and expansion goals. As one way to meet these goals, they've decided to launch a pilot project to test out the impact of installing new tabletop menu tablets. The new menu tablets will allow the restaurant to serve more guests in less time and will also provide valuable data that will help Sauce & Spoon meet its business goals.
<b>Owner:</b> Ivan P
<b>Status:</b> Active

Key Docs	Description
<a href="#">Project Charter</a>	A formal document that clearly defines the project and outlines the necessary details to reach the project's goals
<a href="#">Stakeholder Analysis</a>	A visual representation of all of the stakeholders
<a href="#">Project Plan</a>	Documentation that defines the scope, tasks, milestones, budget, and overall activities in order to keep the project on track
<a href="#">Quality Management Plan &amp; Evaluation</a>	Documentation of all the information needed to effectively manage quality throughout the project life cycle; defines the policies, processes, and criteria for project quality as well as the roles and responsibilities for carrying them out
<a href="#">Evaluation Presentation</a>	A presentation that examines how well your project is working according to a set of standards
<a href="#">Retrospective Review</a>	A workshop or meeting that gives project teams time to reflect on a project - review project documents in order to identify successes and areas for improvement relating to project milestones.
<a href="#">Project Closeout Report</a>	A document that describes what the team did, how they did it, and what they delivered; evaluates the quality of work and the project's performance with respect to budget and schedule
<a href="#">Impact Report</a>	A presentation guided by a deck or slideshow that shows key stakeholders others the value that's been added by the project
<a href="#">Personal Closing Report</a>	A personal closing report to recap and reflect on your experience and your accomplishments.

Emails	Description
<a href="#">Email Coalition</a>	Apply your knowledge of power and influence to write emails to selected stakeholders asking them to be part of your coalition during project negotiations
<a href="#">Senior Stakeholder Email</a>	Write an email to a senior stakeholder asking for an executive decision about a problem that has just surfaced in the project.

Key References	Description
<a href="#">Project Proposal</a>	Documentation written at the beginning of a project; kicks off the initiation phase by influencing and persuading the company to move forward with the project
<a href="#">OKR (Objective &amp; Key Results)</a>	A combination of a goal and a metric to determine a measurable outcome
<a href="#">Historical Project Plan</a>	Documentation that defines the scope, tasks, milestones, budget, and overall activities in order to keep the project on track
<a href="#">Resources</a>	All relevant resources including meeting transcripts, emails, etc.

Charter Docs	Description
<a href="#">Charter Activity Instructions</a>	In this activity, you will begin drafting the project charter for Sauce & Spoon's tabletop menu tablets project by reviewing related project and company documents.
<a href="#">Project Proposal</a>	Sauce & Spoon Project Proposal: Menu Tablets
<a href="#">Meeting: Project Goals</a>	Transcript of the first Sauce & Spoon project meeting
<a href="#">Activity: Revise your project charter</a>	update your project charter draft for Sauce & Spoon's tabletop menu tablets project based on new information. You will also identify misalignments among stakeholders on certain aspects of the project
<a href="#">Email Exchange: Project Goals</a>	
<a href="#">Email Exchange: Sales Goal Details</a>	
<a href="#">Meeting: Decrease Guest Wait Time</a>	
<a href="#">Activity: Update your project charter goals</a>	

Stakeholder Analysis	Description
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<u>Sauce &amp; Spoon Organizational Chart</u>	<a href="https://www.coursera.org/learn/applying-project-management/resources/heN4u">https://www.coursera.org/learn/applying-project-management/resources/heN4u</a>
<u>Project Proposal</u>	Sauce & Spoon Project Proposal: Menu Tablets
<u>Meeting: Project Goals</u>	Transcript of the first Sauce & Spoon project meeting
<u>Activity: Revise your project charter</u>	update your project charter draft for Sauce & Spoon's tabletop menu tablets project based on new information. You will also identify misalignments among stakeholders on certain aspects of the project
<u>Email Exchange: Project Goals</u>	
<u>Email Exchange: Sales Goal Details</u>	
<u>Meeting: Decrease Guest Wait Time</u>	
<u>Activity: Update your project charter goals</u>	

Estimations	Description
<u>Three-Point Estimating Technique</u>	<a href="https://www.coursera.org/learn/applying-project-management/supplement/wyUIK/the-three-point-estimating-technique">https://www.coursera.org/learn/applying-project-management/supplement/wyUIK/the-three-point-estimating-technique</a> Beta (PERT) Distribution is more accurate than three-point estimating. Use the formula: $E = \frac{Optimistic + (4 * Most\ Likely) + Pessimistic}{6}$