Sauce & Spoon Project Plan

		Start Date Due Dat							PHASE ONE WEEK 2		WEEKA			PHASE TV					SE THREE					FOUR	
Task	Notes	Start Date	Due Date	Duration	Task Owner St	atus					WEEK		WEEK 4	WEEK S		VEEK 6	WEEK				EK9				
Milestone: Project Initiation				15			M I	WKF	IVI I I	VKF	M I W F	K F M	IWKF	IVI I VV F	C F IVI I	WKF	IVI I VV	K F M	IWKF	M I	W K F M	I W K	P M I	WKF	M I W
esearch data points on restaurant tablet installation				7																					
ather historical data on tablet success				1																					
lign and evaluate stakeholders				2																					
Calculate projections and enhancements				1			-																		
nterview members of the staff Create project charter (scope and goals)				4						+													+		
steate project criaties (scope and goals)				4			-																		
Milestone: Sourcing	Choose a tablet vendor			11																					
Research tablet features				2																					
Research tablet vendor options	Compare tablet pricing, confirm compatible operating systems			2																					
	Make sure the tablet menu interface looks and feels like our printed hardcopy menus. Seydou: "errific Tablets offers these services with some of their																								
	Tablets offers these services with some of their																								
Find a vendor for customization & branding	packages. If you choose one of those packages, then I'll connect with your marketing department and			2																					
	packages. If you choose one of those packages, then I'll connect with your marketing department and update the menu interface to match the branding and layout of your menus.																								
Generate quotes and review costs	Generating quotes and reviewing costs ensures that a project stays within budget, so this is a task you can																								
	pull from the historical project plan.			2																					
Create contracts and statements of work for vendors	The tablet project likely involves working with external																								
	vendors, so this is a task you can pull from the historical project plan.			2																					
Determine vendor timeline and deliverables schedule				2																					
	There's been a delay in the updated tablets so we are			-																					
Order & receive the tablets	ordering the previous hardware from out-of-state in order to meet our launch date and will be updating in			2																					
	the future.																								
	Carter wants to revamp the food menu - could take a																								
Finalized menu & coupon value mock-ups for upload	couple days to a week. Can't determine this task until we get in touch with him.			2																					
	we get in touch with him.																								
Milestone: Install Tablets	Complete installation in the bar areas at Downtown and North restaurant locations.			6																					
Contact an electrician to wire the tables for tablets				1																					
Complete installation in the bar areas at Downtown and North restaurant locations.				4																					
Develop a plan for maintaining and undating the tablets and related				1																					
hardware and software.				'			-																		
Milestone: Implement Tablet Software	Achieve the first internal test run of the tablet's ordering capabilities			9																					
Integrate tablets with POS software				2																					
Upload menus onto tablets				1																					
Regularly update menus via tablet software				3																					
Set up a system for tracking and analyzing data on tablet usage, including sales data and customer feedback.				1																					
Implement a post-dining survey to assess customer satisfaction				1																					
Create messaging about payment portal security to display on the	Creating messaging about tablet security could be			1																					
tablets Enable GPS location services on each tablet	part of the tablet configuration process, so this task Enabling GPS services could be part of the tablet																								
Enable GPS location services on each tablet	enabling GPS services could be part of the tablet			0			-																		
Milestone: Test the Tablets				1																					
Invite friends & family to do a test run of the tablets.	Gilly recommends testing out the tablets with friends and family who are unlikely to get upset if there are			1																					
	problems.																								
Achieve the first internal test run of the tablet's ordering capabilities				1																					
	Train management, FOH staff, and BOH staff on how to use the tablet technology effectively and efficiently.																								
Milestone: Staff Training	efficiently. Nia is concerned that the tablets might impact tips and suggests GMs at each location should tell their			16			-																		
Schedule staff meetings with the GM to discuss anything that could affect waitstaff tips.	and suggests GMs at each location should tell their teams about the project.			0																					
	teams about the project.																								
Schedule a staff meeting first to introduce the concept of the tablets to the staff				0																					
include payment security talking points in waitstaff training	Payment security talking points could be part of the staff training, so this task would help with the project.			0																					
Create a procedure for securing tablets at the end of the night (at the	staff training, so this task would help with the project. Creating a procedure to secure tablets could be part			U																					
able or in a safe)	of the staff training, so this task would help with the			1																					
Establish procedures for handling customer complaints or technical	project.						+																		
ssues that may arise with the tablets.				1																					
Schedule a training for a small group of managers, followed by waitstaff	Seydou identified that waitstaff can be resistant to			14																					
raining at each location.	change and prefer to learn from people they already trust.			14																					
Allestone: Tablet Rollout in N & S Locations create a launch day plan: staffing, troubleshooting, etc.	The tablet project needs a launch day plan, so this is			32																					
Develop a marketing plan to promote the tablets to customers and	a task you can null from the historical project plan			7												+++-									
highlight their benefits.				10																					
Gather feedback on the tablet rollout from customers through focus groups or surveys.				14																					
groups or sulfreys.				14																					
							+																		

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						PHASE ONE				PHASE	TWO			PHASE THREE				PHASE FO	UR		
Task	Notes	Start Date Due Date	e Duration	Task Owner	Status	WEEK 1			WEEK 3	WEEK			WEEK 6	WEEK			K 9	WEEK 10			EEK 12
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