could you check all other representative for role for all Project Plan

### ****Sauce & Spoon Project Plan****

#### **Project Title:**

Tablet Menu Implementation at Sauce & Spoon

#### **Project Manager:**

Peta (Project Manager)

### ****Project Phases and Responsibilities****

#### **PHASE ONE: Project Initiation**

* **Create project charter**
  + **Task Owner**: Peta (Project Manager)
* **Allocate a budget for the project**
  + **Task Owners**: Peta (Project Manager), Gilly (GM - North), Alex (GM - Downtown), Seydou (Restaurant Consultant)
* **Schedule kick-off meeting**
  + **Task Owner**: Peta (Project Manager)
* **General Manager meeting with waitstaff to get buy-in**
  + **Task Owners**: Peta (Project Manager), Gilly (GM - North), Alex (GM - Downtown)

#### **PHASE TWO: Preparation**

* **Research tablet features**
  + **Task Owner**: Seydou (Restaurant Consultant)
* **Determine the number of tablets needed**
  + **Task Owners**: Alex (GM - Downtown), Gilly (GM - North)
* **Establish technical requirements (e.g., Wi-Fi, power outlets)**
  + **Task Owner**: Seydou (Restaurant Consultant)
* **Check current POS version**
  + **Task Owner**: Seydou (Restaurant Consultant)
* **Contact electrician**
  + **Task Owner**: Deanna (Director of Operations)

#### **PHASE THREE: Vendor Selection**

* **Research and select tablet hardware and software vendors**
  + **Task Owner**: Seydou (Restaurant Consultant)
* **Obtain price quotes and negotiate contracts**
  + **Task Owner**: Deanna (Director of Operations)
* **Confirm compatibility of operating systems to POS system**
  + **Task Owner**: Seydou (Restaurant Consultant)
* **Order the required tablets and software licenses from Terrific Tablets**
  + **Task Owner**: Deanna (Director of Operations)

#### **PHASE FOUR: Menu Digitization**

* **Revamp the menu**
  + **Task Owner**: Carter (Exec. Chef)
* **Upload the finalized menu and coupon value mock-ups**
  + **Task Owner**: Seydou (Restaurant Consultant)
* **Record the guest modified menu items**
  + **Task Owner**: Seydou (Restaurant Consultant)

#### **PHASE FIVE: Tablet Installation**

* **Install the tablets in the restaurant**
  + **Task Owner**: Seydou (Restaurant Consultant)
* **Wire up the tables**
  + **Task Owner**: Seydou (Restaurant Consultant)
* **Connect tablets to the restaurant’s Wi-Fi network**
  + **Task Owner**: Seydou (Restaurant Consultant)
* **Integrate tablets with POS software**
  + **Task Owner**: Seydou (Restaurant Consultant)
* **Test connectivity and functionality**
  + **Task Owner**: Seydou (Restaurant Consultant)

#### **PHASE SIX: Staff Training**

* **Create a training schedule**
  + **Task Owners**: Gilly (GM - North), Alex (GM - Downtown)
* **Pre-training meeting**
  + **Task Owners**: Seydou (Restaurant Consultant), Deanna (Director of Operations), Gilly (GM - North), Alex (GM - Downtown)
* **Train key restaurant staff members on tablet usage**
  + **Task Owners**: Gilly (GM - North), Alex (GM - Downtown)
* **Troubleshooting common issues**
  + **Task Owners**: Deanna (Director of Operations), Gilly (GM - North), Alex (GM - Downtown)
* **Handling customer inquiries about the tablets**
  + **Task Owners**: Seydou (Restaurant Consultant), Gilly (GM - North), Alex (GM - Downtown)

#### **PHASE SEVEN: Testing and Quality Assurance**

* **Conduct a test run with family and friends**
  + **Task Owners**: Deanna (Director of Operations), Gilly (GM - North), Alex (GM - Downtown), Seydou (Restaurant Consultant)
* **Conduct extensive testing of the tablets and menu software**
  + **Task Owner**: Seydou (Restaurant Consultant)
* **Identify and resolve any technical or usability issues**
  + **Task Owner**: Seydou (Restaurant Consultant)
* **Gather feedback from the staff and make necessary adjustments**
  + **Task Owner**: Peta (Project Manager)

#### **PHASE EIGHT: Marketing and Promotion**

* **Develop a marketing strategy to inform customers about the new tablets**
  + **Task Owners**: Deanna (Director of Operations), Peta (Project Manager)
* **Update the restaurant’s website and social media profiles**
  + **Task Owners**: Deanna (Director of Operations), Peta (Project Manager)
* **Create promotional materials and special offers**
  + **Task Owners**: Deanna (Director of Operations), Peta (Project Manager)

#### **PHASE NINE: Launch and Monitoring**

* **Create launch date plan, staffing, and troubleshooting**
  + **Task Owner**: Peta (Project Manager)
* **Officially launch the tablet menu system**
  + **Task Owner**: Peta (Project Manager)
* **Implement a post-dining survey to assess customer satisfaction**
  + **Task Owner**: Peta (Project Manager)
* **Address any issues or concerns promptly**
  + **Task Owners**: Seydou (Restaurant Consultant), Peta (Project Manager)
* **Regularly update the menu via software**
  + **Task Owner**: Seydou (Restaurant Consultant)
* **Continuously assess the performance of the tablets and make improvements as necessary**
  + **Task Owner**: Seydou (Restaurant Consultant)

#### **PHASE TEN: Maintenance and Support**

* **Implement a maintenance plan to keep tablets and software up to date**
  + **Task Owner**: Seydou (Restaurant Consultant)
* **Provide ongoing support for staff and customers**
  + **Task Owners**: Seydou (Restaurant Consultant), Gilly (GM - North), Alex (GM - Downtown)
* **Regularly assess the impact of the tablets on restaurant operations and customer satisfaction**
  + **Task Owner**: Peta (Project Manager)

#### **PHASE ELEVEN: Evaluation and Reporting**

* **Evaluate the success of the tablet rollout against predefined objectives**
  + **Task Owner**: Peta (Project Manager)
* **Generate reports on key performance indicators (KPIs)**
  + **Task Owners**: Peta (Project Manager), Deanna (Director of Operations)
* **Make informed decisions for future improvements or expansions**
  + **Task Owners**: Peta (Project Manager), Deanna (Director of Operations)

#### **PHASE TWELVE: Continuous Improvement**

* **Gather ongoing feedback and make necessary adjustments**
  + **Task Owner**: Peta (Project Manager)
* **Expand tablet menu to other areas of the restaurant**
  + **Task Owners**: Seydou (Restaurant Consultant), Gilly (GM - North), Alex (GM - Downtown)

#### **PHASE THIRTEEN: Project Closure**

* **Conduct a project review to document lessons learned**
  + **Task Owner**: Peta (Project Manager)
* **Complete any outstanding administrative tasks**
  + **Task Owner**: Peta (Project Manager)
* **Celebrate the successful rollout of the tablet menu system**
  + **Task Owners**: Peta (Project Manager), Deanna (Director of Operations)

================================================

I'll review the entire Project Plan to ensure that roles and responsibilities are correctly assigned according to each individual's role. Let's go through it step by step.

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  + **Task Owners**: Peta (Project Manager), Deanna (Director of Operations) ✅

After reviewing, the roles and responsibilities now accurately reflect each team member's role in the project. Peta, as the Project Manager, is responsible for key project management tasks, while other team members are assigned tasks that align with their areas of expertise.