

Sauce & Spoon Project Plan

Task	Notes	Start Date	Due Date	Duration	Task Owner	Status	Phase One			Phase Two						Phase Three			Phase Four							
							Week 1	Week 2	Week 3	Week 4		Week 5		Week 6		Week 7	Week 8	Week 9	Week 10	Week 11	Week 12					
							M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
1. Milestone: Tablet Installation	Milestone																									
1.1 Research tablet vendors.		5-8-23	5-15-2023	7	Peta																					
1.2 Select tablet vendor		5-15-2023	5-16-2023	1	Seydou																					
1.3 Sign Contract with Vendor		5-16-2023	5-19-2023	3	Carmen																					
1.4 Order Tablets	Ten days from oder date to receiving.	5-19-2023	5-29-2023	10	Alex																					
1.5 Integrate Tablets with POS Software	If POS version is 3.0 or later, this will take a few hours. If not, then it will take 3 days.	5-29-2023	6-1-2023	3	Carmen																					
2. Milestone: Electrical Power	Milestone																									
2.1 Find electricians		6-1-2023	6-8-2023	7	Carmen																					
2.2 Get quotes		6-8-2023	6-11-2023	3	Seydou																					
2.3 Sign Contract		6-11-2023	6-14-2023	3	Alex																					
2.4. Schedule Work		6-14-2023	6-15-2023	1	Peta																					
3. Milestone: Website Design	Milestone																									
3.1 Research vendors		6-15-2023	6-22-2023	7	Peta																					
3.2 Select vendor		6-22-2023	6-23-2023	1	Makayla																					
3.3 Draw up Contracts		6-23-2023	6-26-2023	3	Peta																					
3.4 Determine design		6-26-2023	7-10-2023	14	Carmen																					
3.5 Upload to site		7-10-2023	7-11-2023	1	Alex																					
4. Milestone: Training	Milestone																									
4.1 Training Prep		7-11-2023	7-18-2023	7	Seydou																					
4.2Hold Staff Meeting to Advise of Project		7-18-2023	7-19-2023	1	Peta																					
4.2 Determine Small Group to be Trained		7-19-2023	7-20-2023	1	Seydou																					
4.3. Train Small Group of Waitstaff		7-20-2023	7-23-2023	3	Makayla																					
4.4 Small Group Trains Rest of Waitstaff		7-23-2023	7-25-2023	2	Makayla																					
5. Milestone: Test	Milestone																									
5.1 Schedule a Sunday Morning at North Location		7-25-2023	7-26-2023	1	Peta																					
5.2 Invite Friends and Family		7-26-2023	7-27-2023	1	Alex																					
5.3 Provide Customer Satisfaction Surveys		7-27-2023	7-28-2023	1	Carmen																					
5.4 Analyze Results		7-28-2023	7-30-2023	2	Seydou																					
6. Milestone: Modifications (if needed)	Milestone																									
7. Milestone: Launch	Milestone																									

Task Brainstorm

Task	Notes	Estimated Duration (Days)	Optimistic	Most Likely	Pessimistic	Confidence Rating (H/M/L)	Known Dates
1. Milestone: Tablet Installation		0					
1.1 Research tablet vendors.		7					
1.2 Select tablet vendor		0					
1.3 Sign Contract with Vendor		3					
1.4 Order Tablets		10					
2. Milestone: Electrical Power		3	4	4		4 H	
2.1 Find electricians		0					
2.2 Get quotes		7					
2.3 Sign Contract with Electrician		3					
2.3 Schedule Work	wiring. Check with electrician on whether momings or	3					
3. Milestone: Website Design		0					
3.1 Research vendors		0					
3.2 Select vendor		7					
3.3 Draw up Contracts		0					
3.4 Determine design		3					
3.5 Upload to site		14					
4. Milestone: Training		0.5	10	14		21 M	
4.1 Hold Staff Meeting to Advise of Project		1					
4.2 Determine Small Group to be Trained		7					
4.3. Train Small Group of Waitstaff		1					
4.4 Small Group Trains Rest of Waitstaff		1					
5. Milestone: Test		0					
5.1 Schedule a Sunday Morning at North Location		1					
5.2 Invite Friends and Family		1					
5.3 Provide Customer Satisfaction Surveys		1					
5.4 Analyze Results		2					
6. Milestone: Modifications (if needed)		0					
7. Milestone: Launch		0					

Additional Resources

Title	Link	Date Added	Notes
Everything You Need to Know	https://www.nccusa.cc	08-31-2023	revenue. What is the plan to update tablet hardware when the time comes?
Technology Rollout	https://qsrautomations	08-31-2023	Identify who will perform training and which employees need training.
Best Uses for Tablets at Your Restaurant	https://www.business.co	9-17-2023	
Platform: 4 Simple Steps to Success	https://www.revolutiono	9-17-2023	
Best Practices for Your Digital Menu	https://www.barandresta	9-17-2023	

Quality and Evaluation

Quality Standards		Quality Standards		
Category	Criteria/Description	Evaluation Questions	Evaluation Indicators	Criteria Met?
Average ticket time	order and delivering it to the table	Appetizers or Entrees?	minutes for entrees	FALSE
Check out time	credit or debit card at the table	How long did check out take?	one minute or less	FALSE
Technical issues	Any technical issues with the tablet	Did any technical issues occur?	Less than 5%	FALSE
Order Accuracy	customer ordered	customer ordered	98% correct	FALSE
Average wait time	the lobby to be seated	being seated?	10 minutes or less	FALSE

Survey Questions

Quality Standards		Evaluation Questions		Evaluation Indicators		Survey Question		Question Type		Question Answer Options (depends on question type)				
Criteria/Description										Option #1	Option #2	Option #3	Option #4	Option #5