New Initiative Checklist & Sign-Off

Kickoff Steps

- ☐ Obtain Central Ops approval regarding costs and labor impacts
- ☐ Obtain Department VP approval to begin the project
- ☐ [Complete the Initiative Intake Form](#)
- ☐ Inform your Merch Ops representative about the project
- ☐ Work with your Merch Ops representative to enter the project with dates (tentative if necessary) in the Store Impact Planner *(12 weeks out)*
- ☐ Complete the Training Intake eform if there are any training needs, including job aid creation, job aid changes, gnome modules, and train the trainer. *(12 weeks out)*
- ☐ Contact Marketing regarding any signage/POS needs *(12 weeks out)*
- ☐ If there are any changes to supply needs contact Billy Watkins *(12 weeks out)*

Project Setup

- ☐ Complete item setup
- ☐ If there are any changes to fresh food production obtain approval from the Manager of Food Safety
- ☐ Obtain signoff from Total Loss
- ☐ Contact vendor regarding TL credit for the pilot
- ☐ Review any potential labor impacts with the Workforce Management team
- ☐ Review any process changes with the WOW team
- ☐ Review pilot/pioneer store(s) and timing with Manager of Store Impact Planning
- ☐ Ensure all equipment needs are ordered
- ☐ Complete POG/MLO/Layout changes
- ☐ Contact SMART team regarding CGO/production planning changes required
- ☐ Contact Customer Insights to prepare for pilot
- ☐ If fresh item, ensure QA specs have been submitted
- ☐ Contact finance to setup metrics to evaluate pilot

Pilot

- ☐ Work with Store Communications team to communicate pilot program to RVP, DM, and store
- ☐ Inform the Store Help Desk of any potential issues and the escalation path for issues

Launch and Sustainability

- ☐ Obtain Signoff on the launch from your Dept VP, Merch Ops, Store Impact Planning, Workforce Management, WOW, and Total Loss
- ☐ Inform the Store Help Desk of any potential issues and the escalation path for issues
- ☐ Ensure plan is in place for sustainability after project rollout

New Initiative Checklist & Sign-Off

Sign-off

Merch Ops

_____

Date _____

Ways of Working

_____

Date _____

Workforce Management

_____

Date _____

Store Impact Planning

_____

Date _____

Total Loss

_____

Date _____