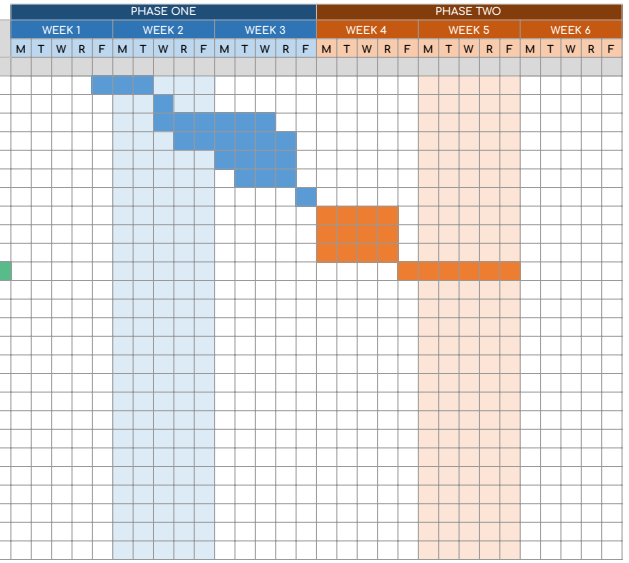
New Brand Addition Schedule

To use the template click File and make a copy

PROJECT TITLE		COMPANY NAME	
PROJECT MANAGER		DATE	

WBS NUMBER	TASK TITLE	TASK OWNER	START DATE	DUE DATE	DURATION	PCT OF TASK COMPLETE
1	**Project Conception and Initiation**					
1.1	Decide on a New Food Concept/Brand				0	0%
1.1.1	Write and Approve the Menu				0	0%
1.2	Write all New Recipes				0	0%
1.3	Test All New Recipes				0	0%
1.4	Find/Approve Suppliers for All New Ingredients/Items				0	0%
1.5	Design Packaging + Packing Procedures for Each Dish				0	0%
1.6	Hold Official Menu Tasting (With Final Packaging)				0	0%
1.6	Add all New Ingredients, Packaging, and General Supplies to the IMS/POS				0	0%
1.6	Create Kitchen Equipmen/Utensils List For New Brand				0	0%
2.1	Design New Kitchen Station For New Brand				0	0%
2.2	Allocate Production Space in the Satellite/Center Kitchen				0	16%
2.3	Determine the Cost/Final Price of Each Dish (IMS/POS)				0	0%
2.4	Enter the Finalized Recipes to the IMS software				0	0%
2.4	Finalize & Print Official Center Kitchen Recipe Cards and Line Cards				0	0%
3.1	Create/Update/Print All Checklists, Preplists, and Other Appropriate Documents				0	0%
3.2	Hold Meeting to Explain/Introduce the Addition/Procedures of the New Brand to Op Manager/Exec. Chef				0	0%
3.2.1	Purchase/Set-Up New Kitchen Equipment to Accommodate New Concept Dishes				0	0%
3.2.2	Hire Additional Prep/Line Cooks to Accommodate New Concept Dishes				0	0%
3.3	Train Assigned Staff on the New Concept Dishes				0	0%
3.3.1	Take Menu/Marketing Photos of All New Items				0	0%
3.3.2	Design & Approve Concept Name, Logo, and Branding				0	0%
4.1	Set-Up the New Concept On Our App's Back-End/Storefront				0	0%
4.2	Mock Launch the Concept Operations (Behind the Scenes Launch)				0	0%
4.3	Set up instagram account with all necessary information, logo, etc. for the new brand					
4.4	Officially Launch the Concept on the App				0	0%
4.5	Analyze Market Feedback				0	0%