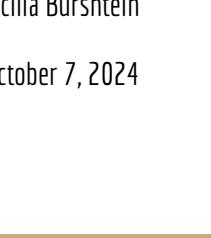




Project Plan: Restaurant Menu Creation

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Introduction

Project Overview: An outline of the goals and objectives of the menu development project.

Stakeholder Involvement: Identification of key stakeholders and their roles throughout the project.

Phases and Timeline: A detailed look at the phases of development, milestones, and the projected timeline.

Risk Management: Identification of potential risks and strategies for mitigation to ensure a smooth process.

Evaluation Plan and Success Criteria: Criteria for measuring success and ensuring stakeholder satisfaction.



Project SMART Goal

 **Specific:** Create a high-quality, well-designed limited menu of Italian cuisine.

 **Measurable:** Total of 15 menu items, including pastries.

 **Achievable:** Collaborate with stakeholders to ensure all input is considered.

 **Relevant:** Aligns with the restaurant's theme and target market.

 **Time-bound:** Completion by November 8th, 2024.

The goal of this project is to develop a well-branded, limited menu featuring authentic Italian cuisine with a total of 15 items.

The menu will be finalized and ready by the restaurant's opening on November 8, 2024.

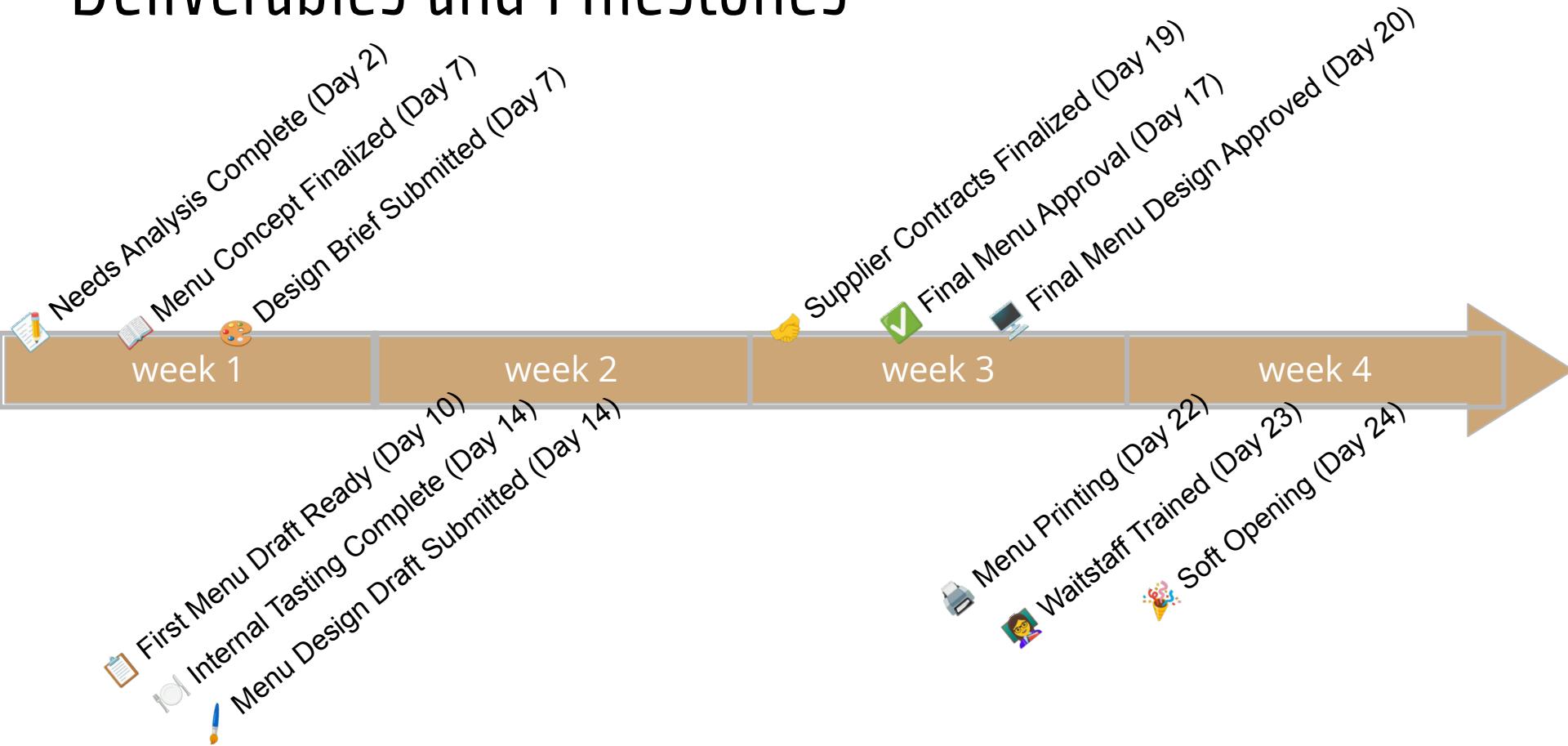
It will include a selection of food and drinks, and be delivered in both physical and digital formats.

The success of the project will be measured by stakeholder satisfaction, timely delivery, and customer feedback during the soft opening.

Stakeholders and Responsibilities

Name	Role	Responsibilities	Resources
 John (Owner)	Project Sponsor	Provides approvals and final decisions on the menu; oversees the restaurant launch.	Financial resources, decision authority
 Amy (Chef)	Menu Development Lead	Develops the food menu; coordinates ingredient sourcing; conducts tastings.	Kitchen equipment, suppliers
 George (Bartender)	Drink Menu Lead	Creates the drinks menu, including alcoholic and non-alcoholic beverages.	Bar supplies, beverage suppliers
 Sam (Pastry Chef)	Dessert Menu Lead	Develops and finalizes the dessert options.	Pastry tools, suppliers
 Graphic Designer	Menu Design	Responsible for the layout and branding of the printed and digital menus.	Design software, printing services
 Cecilia (PM)	Project Management	Manages timelines, resources, meetings, and communication with stakeholders.	Project management tools (Gantt chart, reporting tools)

Deliverables and Milestones

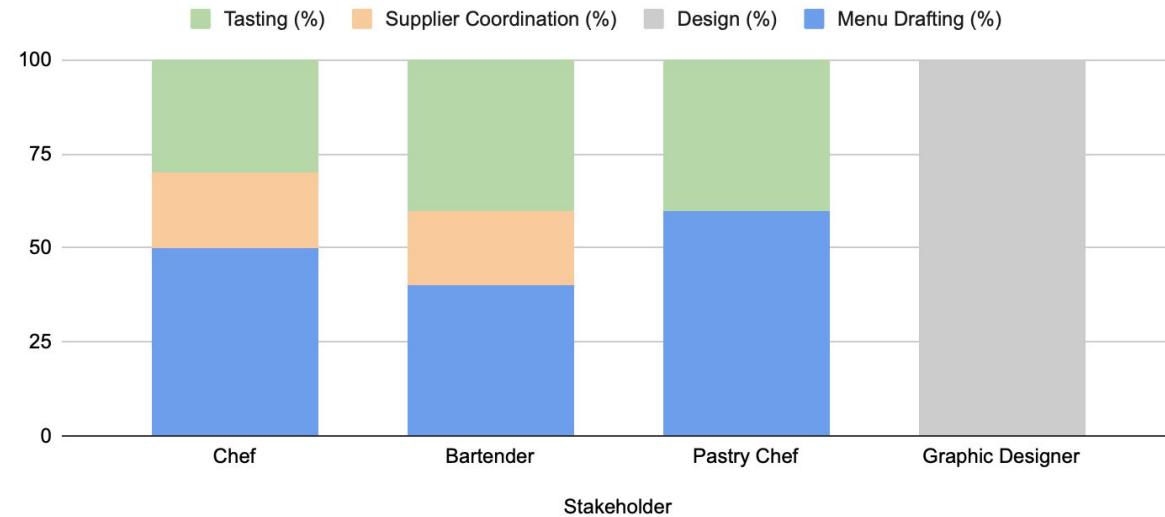


Project Timeline

Workload and Resource Allocation

Stakeholder	Workload/week
Owner	2-4 hours
Chef	10-12 hours
Bartender	8-10 hours
Pastry Chef	6-8 hours
Graphic Designer	10 hours total
Waitstaff	2-3 hours for menu training
Suppliers	Based on sourcing needs
Project Manager	15-20 hours

Workload Distribution by Stakeholder



Risks and Mitigation Strategies

Risk	Mitigation Plan
Delays in ingredient sourcing  	Confirm suppliers early and have backups in place ✓
Stakeholder unavailability  	Set deadlines, involve alternate decision-makers 
Menu design not aligned  	Early design reviews with stakeholders 
Printing delays  	Finalize design early, use reliable printer 
Last-minute menu changes  	Implement a cutoff date for changes 

Evaluation Plan and Success Criteria

time ↓

Objective	Evaluation Actions
Ensure dishes meet taste and presentation standards. 	Conduct tastings, collect feedback, make adjustments.
Ensure accuracy in descriptions and pricing. 	Chef, bartender, and owner review, apply corrections.
Align menu design with branding. 	Review design, gather approval.
Confirm ingredient availability. 	Ensure supplier contracts are finalized.
Ensure staff understands the menu. 	Conduct training, test staff with roleplay.
Test menu under real-world conditions. 	Conduct soft launch, gather feedback from customers and staff.

Evaluation Plan and Success Criteria

Success Criterion	Description
Menu Completion on Time 	Menu finalized, printed, and digital by opening day.
Stakeholder Satisfaction 	Chef, bartender, and owner approve menu content and design.
Operational Usability 	Menu easy for both staff and customers to use.
Positive Soft Opening Feedback 	Majority of feedback from soft opening is positive.
Supplier Readiness 	All ingredients and drinks available without delays.
Budget Compliance 	Menu creation and production remain within budget.

Conclusion

This project plan outlines a clear path for delivering a fully operational, branded menu in time for the restaurant's grand opening.

Realistic Timelines: Each phase has been carefully planned to ensure that the workload is manageable, and the deadlines are achievable. The proposed timelines also leave room for adjustments where necessary.

Effective Resource Allocation: Our resources have been allocated efficiently, with clear responsibilities defined for each stakeholder. This helps in avoiding bottlenecks and ensures that critical tasks are completed on time.

Proactive Risk Management: We've identified potential risks and outlined effective mitigation strategies to address these challenges before they become critical, ensuring minimal disruptions.

Extra 1: Out of scope

- Full restaurant branding and decor.
- Menu translations into other languages.
- Development of a mobile app or web-based ordering system.
- Ongoing menu updates or revisions post-launch.
- Marketing and promotion activities for the restaurant.