

PROJECT PLACEMAT - YOUR 30 DAY PLAN

Project Track: CULTURE
 Project Module: Purpose & Ideology

Start Date: April 13, 2020
 Completion Date:

Goal: Commit the most important elements of company culture to a single page to raise Employee Engagement by 20%				Project Team															
Success Measure/KPI Q-12 Scores				Current				Target				1. _____ (Captain) 2. _____ 3. _____ 4. _____ 5. _____							
Celebration/Reward:																			
Month:	NOVEMBER				DECEMBER				JANUARY				FEBRUARY						
Milestone:	Establish engagement baseline and educate team				Establish a working draft of Napkinomics sheet				Final draft set and launch to team				Create and embed on-going systems						
Task:	1. Slice team members to review educational videos/ materials on Q-12 & Napkinomics		WHO	COMPL.	1. Leadership team develop a working draft of Purpose & Core Values		WHO	COMPL.	1. Final draft of Napkinomics sheet ratified		WHO	COMPL.	1. Conduct comprehension review for current team		WHO	COMPL.			
	2. Run initial Q-12 survey to establish baseline Engagement score				2. Slice team builds Service Strategy & 3x3 matrix				2. Sheet sent to graphic designer				2. Conduct follow up Q-12 survey						
	3. Leadership & slice team fill out drafts of Napkinomics sheets separately				3. Our Customers Love/ Hate sourced from online reviews & guest surveys				3. Launch event to full team planned				3. Complete follow up actions from Q-12 Survey						
	4. Set meeting & deliverable structure to build Napkinomics sheet				4. Service Recovery process mapped				4. On-going training plan confirmed				4. Implement Napkinomics content to hiring process						
	5. Confirm meeting resources & medium				5. Complete follow up actions for Q-12 Survey				5. Launch event executed				5. Organize celebration/ reward						

Project Communication				
Meeting type	Who	When	Length	Location/Medium

Additional Support
Bar Revival FB Group (24/7)
Coaching support (by Appt.)
Peer network (up to you!)

PROJECT PLACEMAT - YOUR 100 DAY PLAN

Project Track:
Project Module:

Start Date:
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Goal:				Project Team									
Success Measure/KPI		Current		Target		1. _____ (Captain) 2. _____ 3. _____ 4. _____ 5. _____							
Celebration/Reward:													
Month:													
Milestone:													
Task:	1.	WHO	COMPL.	1.	WHO	COMPL.	1.	WHO	COMPL.	1.	WHO	COMPL.	
	2.			2.			2.			2.			
	3.			3.			3.			3.			
	4.			4.			4.			4.			
	5.			5.			5.			5.			

Project Communication				
Meeting type	Who	When	Length	Location/Medium

Additional Support