

[illegible]

Daily Plan - action plan basic WGBSTA.xlsx

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Dashboard

1 Status Summary Graph

2 Category Dashboard

Note - Click "Refresh All" under Data Menu to refresh the report

3 Daily Plan

4 Done Daily

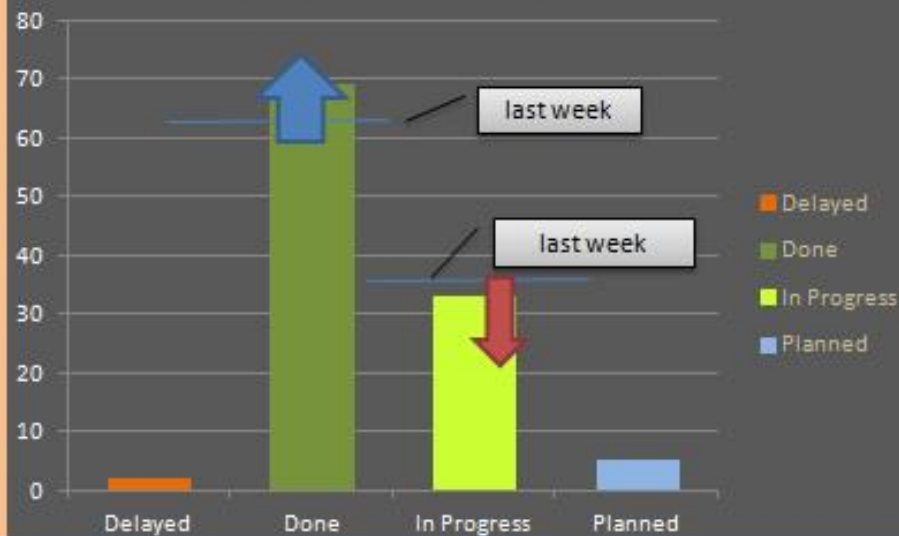
5 Quick Guide

6 by departments

7 Ask me

Status Summary Graph

Status Summary - Daily Plan: Tasks v/s Status



The ordering of napkin rings

the horses must be removed until the end of coming week

update from 10 March 2019

1,10	100%			Done	SRABUA	
2,00		RESTAURANT EXTERIOR		Done	SRABUA	
2,10	5%	Canopy w/ ##### Logo	Building permit modification	Delayed	ENG	###
2,20	5%	Gabo Spot Laser	GOBO Laser from hotel main entrance will use trial basis Decision to purchase is still open- a final decision has not been made	Delayed	ENG	###
2,30	100%	Carpet Entree		Done	HK	###
2,40	65%	Window logos to be changed	PO ?	In Progress	MARKETING	###
2,50	65%	Change signage above windows		In Progress	ENG	###
2,60	100%	Check parking access of hotel		Done	Concierge	Group
2,70	100%	Valet parking uniform		Done	Concierge	Group
2,80	50%	Valet parking testphase for 2 month	Phase with Azubi / Uniforms / Handling	In Progress	Concierge	Group
3,00		RESTAURANT INTERIOR			SRABUA	
3,10	100%	Define art work (FD) / What will stay and what will go		Done	MNGT	Mgmt
3,14	65%	##### pond / Display	one lotus display is created by artist Herr #####	In Progress	S&M	###
3,15	100%	Current Tables and Chairs		Done	ENG	###
3,20	65%	Change horses to lotus theme	Horses are taken out, completion by 06.03.2013, from 10.03. complete reconstruction completed because photographer shoots images for marketing purposes.	In Progress	S&M	###
3,21	65%	photographer shoots images for marketing purposes	Mr Chris #####	In Progress	S&M	###
3,22	100%	Description plan for photoshooting		Done	MARKETING	GAUB
3,30	100%	Change current artwork	a final decision, which remains on Deco and pictures or is changed is decided. Mr. ##### and artist Mr. ##### take care of the decoration. The artist makes suggestions for the ### bar and host area	Done	S&M	###
3,40	65%	Napkin Ring with ### ### LOGO	in Progress	In Progress	Purchasing	###
3,41	100%	Napkin Ring with ### ### LOGO / paper	offert done /	Done	Purchasing	###
3,50	100%	Give away Box filled with own chocolat	in Progress / we uses own chocolat	Done	F&B	###
3,51	100%	Give away Box w/praline Sample	sample in the week from 11 febr. 2013 (ingwerlemonzsa - Curry Pineapple)	Done	F&B	WEBEF

Dashboard

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4 Done Daily

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Status Summary Graph

Status Summary - Daily Plan: Tasks v/s Status



The ordering of unfoms will be completed in the coming week
The ordering of napkins will be completed in the coming week

update from 23.02.2013

Category Dashboard

Cate

Category of Tasks v/s Status

Category Dashboard

(Leer)

ENG2

HK2

Concierge

MARKETING

S&M

IT

Purchasing

F&B

PR

FIN

MNGT

TR

HR

E&S

SRA

Gesamtergebnis

Cost	Progress	Task	Timeline
0,20	100%	Signage / Entrance from SPA area to ###	
0,40	100%	V.I.P smart card access control / coming soon	
0,00		Systems, cashier	
0,10	100%	P.O.S system	
0,20	100%	Table reservation system	
0,30	100%	Set Up Office Network	
0,40	10%	New monitor for the windows ####	
0,00		Logos	
0,10	100%	Remove logos of ### inside the restaurant	
0,20	100%	Remove logos of ##### in the toilet	
0,25	50%	#### & Hotel ### ### ### logos for the eTucTuc	
0,30	50%	before relabelling remove old logos	
0,40	50%	Change #### LOGOS with ### ### LOGOS	
0,00		The Menu	
0,10	100%	MENU design	
0,20	100%	Box for chocolate (offert from printoffice)	
0,20	75%	Box for chocolate / Giveaway /	
0,21	100%	Chocolate for giveaway box / ##### -Order	
0,22	100%	Menu calculation / picture / description / instructions	
0,30	100%	order menu	
0,00		BRANDING AND PRINTING	
0,10	100%	Menu covers and Wine List	
0,11	80%	creating a unique/ signature menu (RAM GAN)	

DONE - Daily Plan overview					
9,00	IT Systems, cashier		Done	###	
17,20	the wine menu set up on IPAD / IRIS		In Progress	it	
2,60	Check parking access of hotel		Done	Concierge	Grc
2,70	Valet parking uniform		Done	Concierge	Grc
2,80	Valet parking testphase for 2 month	Phase with Azubi / Uniforms / Handling	In Progress	Concierge	Grc
4,00	RESTAURANT NON FOOD		Done	Weber	
30,10	Opening party /planing, Media, Press, News... PR-BUZZ		In Progress	E&S	We
30,30	Opening of restaurant/Bar	Sonntag / Montag geschlossen	Done	MNGT	We
2,10	Canopy w/ #### ## Logo	Building permit modification	Delayed	ENG	###
2,20	Gabo Spot Laser	GOBO Laser from hotel main entrance will use trial basisDecision to pu	Delayed	ENG	###
6,10	Entrance from hotel to restaurant	renovation	Done	ENG	We
6,40	V.I.P smart card access control / coming soon	weh have decided that this will be implemented after the opening	Done	ENG	We
3,15	Current Tables and Chairs		Done	ENG	###
10,10	Remove logos of ### inside the restaurant		Done	ENG	We
10,20	Remove logos of ##### in the toilet		Done	ENG	We
2,50	Change signage above windows		In Progress	ENG	###
3,65	Chop sticks without bank	number of orders / pieces / from dealer in Berlin - Daniel FA	Done	F&B	###
4,50		see reply 7.13.2013 / Mr Cernko	Done	F&B	We
4,60	Welcome Set tray	eventualities is partnered if www.sfora.com/guestroomentertainment	Done	F&B	We
11,20	Box for chocolate / Giveaway /		In Progress	F&B	WE
11,21	Chocolate for giveaway box / ##### -Order		Done	F&B	WE
11,22	Menu calculation / picture / description / instructions		Done	F&B	We
16,20	Welcome drink & snack plus towel	Mr. Cernko in consultation with Tim Raue	Done	F&B	We
16,30	Menu SPA BOX // Signature Menu // RUAM GAN	Mr. Cernko in consultation with Tim Raue	Done	F&B	We
4,25	Kitchen equipment	see Mr Cernko	Done	F&B	We
4,30	List of chinaware		Done	F&B	We
15,20	Box for Bill	empty	Done	F&B	We
3,50	Give away Box filled with own chocolat	in Progress / we uses own chocolat	Done	F&B	###
3,51	Give away Box w/praline Sample	sample in the week from 11.febr. 2013 (ingwer/lemongras - Curry Pineap	Done	F&B	WE
15,01	Table Set Up	Clarify the SET UP CHEMA	Done	F&B	We
12,11	creating a unique/ signature menu (RAM GAN)		In Progress	F&B	We
17,10	the wine menu		In Progress	F&B	We
20,20	Bar Snacks / Standart		In Progress	F&B	We
31,30	Opening Non Food	Check for utility	Done	F&B	Ste
20,40			In Progress	F&B	We
60			In Progress	F&B	We

#	Progress bar	Task	Short Notes
12,11	✓ 100%	creating a unique/ signature menu (RAM GAN)	
4,0		RESTAURANT NON FOOD	RESTAURANT NON FOOD
1,00		from ### to ####	from ### to ####
1,10	✓ 100%		
2,00	✓ 75%	OUTSIDE, street level	OUTSIDE, street level
3,00	✓ 95%	RESTAURANT INTERIOR	RESTAURANT INTERIOR
6,00	✓ 88%	HOTEL ENTRANCE	HOTEL ENTRANCE
9,00		Systems, cashier	IT Systems, cashier
10,00	✓ 100%	Logos	
11,00	✓ 100%	The Menu	
12,00	✓ 100%	BRANDING AND PRINTING	
13,00			
14,00	✓ 95%	TUC TUC PROJECT	TUC TUC PROJECT
15,00	✓ 76%	The table / Welcome the customer	The table / Welcome the customer
16,00	✓ 100%	Food & Beverage Concept #####	Food & Beverage Concept #####
16,00	✓ 100%	Menu Guidelines	Menu Guidelines
17,00	✓ 100%	Wine Menu	Wine Menu
20,00	✓ 88%	### ### BAR	### ### BAR
22	✓ 85%	MERCHANDAISING	MERCHANDAISING
25	✓ 90%	HR/PEOPLE SERVICE RECRUITMENT	HR/PEOPLE SERVICE RECRUITMENT
30	✓ 93%	PR-BUZZ OPENING PARTY 11th of April	PR-BUZZ OPENING PARTY 11th of April
31	✓ 98%	Opening ### ### by ### ### and ### BAR	Opening ### ### by ### ### and ### BAR
33			
34	✓ 100%	PROFIT & LOSS STATEMENT	PROFIT & LOSS STATEMENT
35	⚠ 55%	OPERATION HOURS	OPERATION HOURS
35,21	✓ 86%	*****end of line*****	*****end of line*****