

FORM 5

Activity Schedules for New Menu Development, Consultation & Marketing Materials for April 2018

Activity	Responsible for Action	Sep-17	Oct-17					Nov-17				Dec-17				Jan-18					Feb-18				Mar-18				Apr-18	
		25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	5	12	19	26	2	9
Bespoke Menu Planning Process																														
Base menu: Creation of 1st draft	DoB																													
Base menu: UCM consultation process	DoB																													
Complete School Food Plan Compliance Analysis & Finalise Costs by Production Type	DoB																													
Base menu & Process: Hub & Area Mgr consultation	DoB / PC																													
Final base menu to be signed off by PC/JL/CM/CPU	PC / JL/CM / CPU																													
Base menu: creation of UCM, Hub/Area Mgr info pack	DoB																													
Menu Information Pack sent to UCMs	DoB																													
School client menu consultation meetings	UCMs / Hubs																													
UCMs send their bespoke menus to ACs	UCMs																													
AC's review, amend & approve menus	Hubs / AM's																													
UCMs submit approved menu into online survey	UCMs / Hubs																													
Allergen Information Finalised & Sent to Marketing	DoB																													
Place order for Menu Books	JL																													
Marketing Activities																														
Menu Information Pack for Heads put onto BSOL	DoB / NG																													
Online Menu Options Survey Created & Tested	NG																													
Menu Survey Completed & link/message circulated	NG																													
Full check of spelling & content accuracy for menu titles and descriptions	RM/PS/DoB / NG																													
Provide weekly update on menu received to DAMs	NG																													
All approved menus received via online survey	Hubs / AM's																													
Do error checks & create data merge spreadsheet	PS / RM																													
INITIAL menu data spreadsheet sent to Print Unit	NG																													
Creation of INITIAL artwork for approval	Printer																													
INITIAL artwork received from printer	DAPS																													
Send menu visuals to school kitchens for them to check and SIGN OFF their own menus	RM																													
Menu confirmations or amends from kitchens	UCMs / Hubs																													
AMENDED Menu data info sent to Print Unit	RM																													
Creation of FINAL artwork for approval	Printer																													
Checking of final data merged artwork from printer	RM																													
Final Approval of Print Ready Files for Print Unit	RM																													
Printing & Fulfilment	Printer																													
Indiv electronic PDFs created & emailed to clients	RM																													
Allergen Info pdf finalised/sent to CBMDC website	NG / RM																													
Delivery of DISPLAY menus & flyers	Printer																													
Materials given to school for distribution to pupils	UCMs																													

■ FM staff activity
 ■ Oct Half Term 2017
 ■ Feb Half Term 2018
■ External partner activity
 ■ Christmas 2017
 ■ Easter 2018