


Form 5 - Activity Schedules for New Menu Development, Consultation & Marketing Materials for October 2016


Activity	Responsible for Action	Apr-16		May-16			Jun-16				Jul-16				Aug-16				Sep-16				Oct-16					
		18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17
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 AND Process: AC consultation	DoB / PC																											
Final base menu to be signed off by RS/PC/CPU	RS/PC/CPU																											
Base menu: creation of AC/UCM info pack	DoB																											
Menu Information Pack sent to UCMs	DoB																											
School client menu consultation meetings	AC's / UCMs																											
UCMs send their bespoke menus to ACs	UCMs																											
AC's review, amend & approve menus	AC's																											
UCMs submit approved menu into online survey	AC's / UCMs																											
Marketing Activities																												
Online Menu Options Survey Created & Tested	NG																											
Creation of (internal) Mail Merged Artwork for Display Menus & Flyers	NG																											
Create new bespoke artwork brief & templates	NG / DAPS																											
All approved menus received via online survey	AC's / UCMs																											
Do weekly updates on menus received for A/C's	NG																											
Send populated artwork visuals to school kitchen units for them to check their own menus	NG																											
Creation & checking of data merge spreadsheet	PS / NG																											
Menu data spreadsheet sent to Print Unit	NG																											
"Ultra-bespoke" (FFLP) menu artwork creation	DAPS																											
"Ultra-bespoke" (FFLP) artwork checking	NG																											
Creation of artwork for approval	Printer																											
Checking of printers data merged files	NG																											
Final Approval of Print Ready Files for Print Unit	NG																											
Printing & Fulmiment	Printer																											
Delivery of DISPLAY menus & flyers	Printer																											
Materials given to school for distribution to pupils	UCMs																											

 Activity completion period

 Summer Holiday 2016

 October Half Term 2016

 Spring Bank Half Term 2016

 NB: Critical Deadline for final approved artwork to be sent to Design & Print Service