

Activity Schedules for New Menu Development, Consultation & Marketing Materials for Apr

Activity	Responsible for Action	Oct-17		Nov-16				Dec-16		
		24	31	7	14	21	28	5	12	19
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	■				■	■	■	■	■
Place order for Menu Books	JL	■								■
Marketing Activities										
Online Menu Options Survey Created & Tested	NG	■		■						■
Create new bespoke artwork brief & templates including "Ultra-bespoke"	NG / DAPS	■			■					■
Do weekly updates on menus received for 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 printers data merged files	RM	■								■
Final Approval of Print Ready Files for Print Unit	RM	■								■
Printing & Fulfillment	Printer	■								■
Delivery of DISPLAY menus & flyers	Printer	■								■
Materials given to school for distribution to pupils	UCMs	■								■

■ Activity completion period

■ Christmas Holiday 2016

■ Oct Half Term 2016

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

