F&B

Critical Path

Items	Description	Month	Completed	Comment	August	September				October				November				December			
					Time	Time Frame				Time Frame				Time Frame				Time Frame			
					4 Wk	1 Wk.	2 Wk.	3 Wk.	4 Wk	1 Wk.	2 Wk.	3 Wk.	4 Wk	1 Wk.	2 Wk.	3 Wk.	4 Wk	1 Wk.	2 Wk.	3 Wk.	4 Wk
	Organization																				
	- Manning guide agreed	August						x													
	- Pre opening recruitment schedule	August																			
	- Recruit all dept heads on board	September						x													
	- Mass recruitment	September						x													
	- Finalize job descriptions	September		on server			x														
	Training																				
	Prepare F&B training plan	August		discuss NT				x													
	Finalize F&B training materials	October		discuss NT						x											
	Prepare all SOPs for job function	October	95%	discuss NT						x											
	Classroom training starts	October											x								
	Practical training starts	November													x						
	Dry-run all outlets starts	December																x			
	Design																				
	- Finalize main & Inner Court kitchen design and budget	August		AK/SS Wed pm		x															
	- Finalize beach kitchen design and budget	September		AK/SS Wed pm		x															
	- Finalize set up for The Patesserie and budget	August		AK/SS Wed pm		x															
	- Finalize list of garden seeds/ garden design	September		completed			x														
	Concepts																				
	- Prepare concepts for all outlets	August		KK feed back	x				x												
	- Finalize table set up The Edge	August		APAC accessories	x																
	- Finalize table set up The Inner Court	August		APAC accessories	x																
	- Finalize music for all outlets	October								x				x							
	- Finalize live music for all outlets	September									x		x								
	- Prepare concept for excursions	August		concept completed	x																
	- Prepare concept for afternoon tea	September		concept completed		x															
	- Prepare concept for GM cocktail party	September		concept completed		x															
	- Prepare concept for cooking class	August		concept completed	x																
	- Staff Cafeteria	September		discuss w N & T																	
	HOES																				
	- Prepare HOES list for purchasing [include F&B in rooms]	August					x														
	- Review quotations and list to meet budget	August						x													
	- Negotiate final tenders for long lead items	September					x														
	- Negotiate final tenders for normal lead items	September							x												
	- Receive equipment for practical training	November												x	x						
	- Finalize chef/ stewarding uniforms design and budget	September				x	x														
	- Finalize negotiations with coffee and coffee machine suppliers	September		K.Nid 2 more suppliers		x			x												
	- Provision a training/dry run budget	September					x														
	Contracts																				
	- Finalize beverage contracts	September							x												
	- Finalize dry store F&B list	September		Completed																	
	- Finalize food suppliers	September		ongoing									x								
	- Finalize daily market list	September		Completed																	
	Menus																				
	- Prepare bar and cocktail list	August		Completed																	
	- Finalize menus for all outlets	September		Feedback			x														
	- Finalize menus for In Residence Dining	September		Feedback			x														
	- Finalize menus for Excursions	September		Feedback			x														
	- Liaise with Spa on beverage requirements	September											x								
	- Prepare kitchen recipe cards for all menu items	September										x									
	Finalize selection of cigars & humidor	September						x													
	Finalize welcome drink	September		Completed																	
	Finalize S&M fam.group F&B	September											x								
	List of refreshment center	September		Completed																	
	Finalize beverage master list	September									x										
	Recipes for bar list & cocktails	September									x										
	Price all menu items [P/L]	September								x											
	Competitive menu review	September				x	x			x											
	Christmas/ New Year									x											
	Set budget	September																			
	Action plan	September					x														
	F&B concept	August									x										
	Entertainment	September					x					x									
	Menus	August		Completed				x													
	Price menus [P/L]	September										X									
	Standard Operating Policies and Procedures																				
	- Prepare SOP Manual	Post opening					x														
	- Prepare service standards for each outlet	September							x												
	- Prepare all F&B forms	August									x										
	- Prepare guidelines and budget for Staff cafeteria	September								x											
	Finance																				
	- budget and plan 2005 first draft	September							x												
	- budget and plan 2005 final	October											x								
	Handover																				
	Hand-over main kitchen & outlets, punch lists	October							x				x								
	Hand-over Inner Court kitchen & outlets, punch lists	October							x				x								
	Deep-cleaning kitchen & all outlets	November												x							
	Set up all outlets	November												x							