Ready for your first service?

Assign an owner. Keep evidence. Make unresolved decisions visible.

Project: _____ Review date: _____

☐ **01 Concept & guest**

Concept brief, intended guest and launch offer.

Owner: _____ Status: _____

Evidence / open decision: _____

☐ **02 Executable menu**

Tested recipes, portions, preparation and key suppliers.

Owner: _____ Status: _____

Evidence / open decision: _____

☐ **03 Operating economics**

Defined costs, channel assumptions and demand scenarios.

Owner: _____ Status: _____

Evidence / open decision: _____

☐ **04 People & procedures**

Operating checks, training and specialist approvals tracked.

Owner: _____ Status: _____

Evidence / open decision: _____

☐ **05 Trial service**

Observations assigned, actions taken and rechecks recorded.

Owner: _____ Status: _____

Evidence / open decision: _____

☐ **06 Launch & measurement**

Defined measures, data sources and a review owner.

Owner: _____ Status: _____

Evidence / open decision: _____

Planning aid only. Suggested tasks and owners must be adapted to your project. Confirm applicable requirements with the responsible specialists.

Observe. Assign. Recheck.

Use one entry per issue. Record what happened without guessing its cause.

Trial date: _____ Service / channel: _____

OBSERVATION 01

What happened / where: _____

Action: _____

Owner: _____ Recheck date: _____

Outcome / next decision: _____

_____

OBSERVATION 02

What happened / where: _____

Action: _____

Owner: _____ Recheck date: _____

Outcome / next decision: _____

_____

OBSERVATION 03

What happened / where: _____

Action: _____

Owner: _____ Recheck date: _____

Outcome / next decision: _____

_____

Before the next review

Check that significant issues have an owner, an action and a recorded recheck. Escalate unresolved opening decisions to the responsible person.