

Restaurant PhD Operations Manual

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- 10.1.3 Leadership Habit Tracker Template
- 10.1.4 Accountability & Follow-Up Worksheet
- 10.1.5 Leadership Development Plan Template
- 10.1.6 Time Management & Prioritization Guide
- 10.1.7 Emotional Intelligence Self-Assessment

10.2 Core Behaviors & Coaching Philosophy

- 10.2.1 Core Values & Behaviors Definition Guide
- 10.2.2 Coaching Philosophy Statement Template
- 10.2.3 Coaching Conversation Guide
- 10.2.4 Behavior Observation & Feedback Form
- 10.2.5 Positive Reinforcement Checklist
- 10.2.6 Corrective Coaching Action Plan Template
- 10.2.7 Coaching Session Tracker

10.3 GM & AGM Responsibilities

- 10.3.1 GM & AGM Role Description Templates
- 10.3.2 Daily/Weekly Task Checklists for GM & AGM
- 10.3.3 Delegation & Accountability Matrix
- 10.3.4 Performance Metrics Dashboard Template
- 10.3.5 GM & AGM Meeting Agenda Template



- 10.3.6 Succession Planning Worksheet for Leadership
- 10.3.7 Emergency Contact & Escalation Protocol

10.4 District Leader & Above-Unit Leadership Roles

- 10.4.1 District Leader Role & Responsibilities Template
- 10.4.2 Multi-Unit Performance Review Template
- 10.4.3 Leadership Meeting Cadence & Agenda Templates
- 10.4.4 Strategic Goal Setting Worksheet
- 10.4.5 Coaching & Development Plan for District Leaders
- 10.4.6 Cross-Unit Communication Protocol Guide
- 10.4.7 Risk Assessment & Mitigation Plan

10.5 Internal Communication Cadence

- 10.5.1 Communication Calendar Template
- 10.5.2 Meeting Schedule & Agenda Templates
- 10.5.3 Communication Flowchart & Escalation Paths
- 10.5.4 Team Meeting Minutes Template
- 10.5.5 Communication Feedback Survey
- 10.5.6 Crisis Communication Protocol
- 10.5.7 Internal Newsletter Template

10.6 Team Development Tools

- 10.6.1 Training Needs Assessment Template
- 10.6.2 Individual Development Plan Template
- 10.6.3 Team Skills Matrix Template
- 10.6.4 Recognition & Rewards Program Guide
- 10.6.5 Peer Coaching Program Framework
- 10.6.6 Career Pathway Planning Worksheet
- 10.6.7 Leadership Workshop Planning Checklist

10.7 Culture-Building Activities

- 10.7.1 Team-Building Event Planning Template
- 10.7.2 Employee Engagement Survey Template
- 10.7.3 Culture Ambassador Program Guide
- 10.7.4 Recognition Event Checklist
- 10.7.5 Diversity & Inclusion Initiatives Guide
- 10.7.6 Monthly Culture Calendar Template
- 10.7.7 Feedback & Continuous Improvement Log

11. Brand Expansion & New Store Openings

11.1 Pre-Opening Timeline & Task List

- 11.1.1 Pre-Opening Project Timeline Template

- 11.1.2 Construction & Permitting Checklist
- 11.1.3 Equipment & Vendor Order Tracker
- 11.1.4 Store Setup Milestone Tracker
- 11.1.5 Pre-Opening Compliance & Inspection Checklist
- 11.1.6 Communication Plan for Opening Milestones
- 11.1.7 Risk & Contingency Planning Worksheet

11.2 Staffing & Training for New Units

- 11.2.1 Staffing Plan Template for New Locations
- 11.2.2 New Unit Recruitment Tracker
- 11.2.3 Training Curriculum & Schedule for New Hires
- 11.2.4 Onboarding Checklist for New Store Employees
- 11.2.5 Manager in Training (MIT) Program Outline
- 11.2.6 Training Completion & Certification Tracker
- 11.2.7 Pre-Opening Staff Communication Plan

11.3 Grand Opening Marketing Plan

- 11.3.1 Grand Opening Marketing Calendar Template
- 11.3.2 Media & Press Release Template
- 11.3.3 Social Media Campaign Plan
- 11.3.4 Influencer & Community Partner Outreach Guide
- 11.3.5 Grand Opening Event Checklist
- 11.3.6 Promotional Offer Planning Worksheet
- 11.3.7 Post-Event Marketing Performance Report

11.4 Opening Financial Projections

- 11.4.1 Start-Up Cost Budget Template
- 11.4.2 Sales Forecasting Model for New Stores
- 11.4.3 Labor Cost Projection Worksheet
- 11.4.4 Operating Expense Budget Template
- 11.4.5 Break-Even Analysis Tool
- 11.4.6 Monthly Financial Performance Tracker
- 11.4.7 Post-Opening Financial Review Template

11.5 Store Setup Templates (POS, Equipment, Branding)

- 11.5.1 POS Setup & Menu Mapping Template
- 11.5.2 Equipment Installation & Testing Checklist
- 11.5.3 Branding & Signage Approval Form
- 11.5.4 Store Layout & Floor Plan Template
- 11.5.5 IT & Network Setup Checklist
- 11.5.6 Store Supplies & Inventory Setup Guide
- 11.5.7 Vendor Onboarding & Compliance Checklist



11.6 Post-Opening Review & Support

- 11.6.1 Post-Opening Store Performance Checklist
- 11.6.2 Customer Feedback & Mystery Shop Report Template
- 11.6.3 New Store Support Escalation Protocol
- 11.6.4 Staff Feedback Survey for New Locations
- 11.6.5 Operational Issue Tracking Log
- 11.6.6 Follow-Up Training & Development Plan
- 11.6.7 Quarterly Post-Opening Review Meeting Agenda

12. Strategic Planning & Growth

12.1 Annual Planning & Budgeting Process

- 12.1.1 Annual Business Planning Calendar
- 12.1.2 Departmental Budget Template
- 12.1.3 Strategic Goal Setting Worksheet
- 12.1.4 SWOT Analysis Template
- 12.1.5 Budget Submission & Approval Workflow
- 12.1.6 Budget Variance Reporting Template
- 12.1.7 Annual Review & Adjustment Meeting Agenda

12.2 Performance Scorecards (Ops, Finance, HR)

- 12.2.1 Operations Scorecard Template
- 12.2.2 Financial Performance Dashboard
- 12.2.3 HR Metrics & Turnover Scorecard
- 12.2.4 KPI Tracking & Reporting Calendar
- 12.2.5 Departmental Performance Review Template
- 12.2.6 Corrective Action Plan Template
- 12.2.7 Leadership Scorecard & Accountability Tracker

12.3 Franchisee Relations (if applicable)

- 12.3.1 Franchisee Onboarding Checklist
- 12.3.2 Franchisee Compliance Audit Template
- 12.3.3 Franchisee Communication Plan
- 12.3.4 Support Request & Resolution Tracker
- 12.3.5 Franchisee Training Program Outline
- 12.3.6 Franchise Agreement Review Guide
- 12.3.7 Quarterly Franchisee Performance Report

12.4 Innovation & R&D Playbook

- 12.4.1 Innovation Pipeline Tracker
- 12.4.2 New Concept Development Checklist
- 12.4.3 Pilot Program Evaluation Form
- 12.4.4 Market Research Template

- 12.4.5 R&D Budget Planning Worksheet
- 12.4.6 Cross-Functional Collaboration Guide
- 12.4.7 Innovation Idea Submission Form

12.5 Vendor Contract Management

- 12.5.1 Vendor Contract Template & Checklist
- 12.5.2 Contract Renewal Tracker
- 12.5.3 Vendor Performance Evaluation Form
- 12.5.4 Contract Compliance Audit Guide
- 12.5.5 Contract Negotiation Preparation Worksheet
- 12.5.6 Risk Assessment for Vendor Contracts
- 12.5.7 Vendor Communication Log Template

12.6 M&A and Integration Playbook

- 12.6.1 M&A Due Diligence Checklist
- 12.6.2 Integration Planning Timeline Template
- 12.6.3 Communication Plan for Acquisitions
- 12.6.4 Employee Integration Checklist
- 12.6.5 Systems & Process Alignment Guide
- 12.6.6 Post-Merger Performance Tracking Template
- 12.6.7 Cultural Integration Assessment Form