Target Opening Date

Sunday, June 15, 2014

Hotel XYZ

Up Dated : Sunday, January 10, 2014

ID	Task	Weeks to Opening	Task Days	Start Date	End Date	Status	Current	Action BY	Comments
10.00	Take over working space and establish pre-opening office.	12	21	23-Mar-14	13-Apr	30%		DOE	Areas identified and agreed upon.
10.01	Arrange GM Car	21	7	19-Jan-14	26-Jan	0%			
10.02	Identify staff accomodation	15	21	2-Mar-14	23-Mar-14	60%		DOE HRM	Hotel accommodation arranged for early team. Additional space to be sourced once numbers increase.
10.03	Identify car rental company for staff transportation	12	21	23-Mar-14	13-Apr-14	0%			
10.04	Establish health & safety procedures	12	21	23-Mar-14	13-Apr-14	0%		GM DOE	
10.05	Get list of major contacts in town	10	14	6-Apr-14	20-Apr-14	0%		DOSM	
10.06	Open Intranet account	6	7	4-May-14	11-May-14	0%		ITM	
10.07	Staff Accomodation FF&E	12	28	23-Mar-14	20-Apr-14	0%		DOE	
10.08	Site Visit	18	10	9-Feb-14	19-Feb-14	60%		DOE PM GM	Visits done in December and early January. Move to location on Jan. 15
10.09	Handover Template	12	10	23-Mar-14	2-Apr-14	0%		GM	
20.0	Establish Employee benefits plan	19	10	2-Feb-14	12-Feb	0%		DHR	
20.01	Identify need of all Foreign staff and send detailed requirements to the Owning Company to prepare Group Visa.	24	14	29-Dec-13	12-Jan	60%		PM	Candidates identified. Visas / workpermits once they are on board.
20.02	Submit demand for local Authorities for Group Visa requirements.	13	40	16-Mar-14	25-Apr	DONE	DONE		n/a
20.03	Finalize staff hiring schedule	18	28	9-Feb-14	9-Mar	0%		DHR	
20.04	Hire Chief Engineer	16	40	23-Feb-14	4-Apr	0%		DHR / GM / PM	
20.05	Hire Purchasing Manager	15	21	2-Mar-14	23-Mar	0%		DHR	
20.06	Hire HR Manager	15	40	2-Mar-14	11-Apr	0%		PM / GM	
20.07	Hire Personal Assistant	16	40	23-Feb-14	4-Apr	0%		DHR	
20.08	Hire PRO (visas & government requirements)	12	7	23-Mar-14	30-Mar	0%		DHR	
20.09	Hire Financial Controller	16	28	23-Feb-14	23-Mar-14	0%		DHR / GM / PM	
20.10	Asst. Housekeeper	18	50	9-Feb-14	31-Mar-14	0%		DHR	
20.12	Different Insurrances	16	14	23-Feb-14	9-Mar-14	0%		Owning Co.	
20.13	Establish organizational chart	24	5	29-Dec-13	3-Jan-14	80%		GM	
20.14	Prepare management job description and job profile	12	21	23-Mar-14	13-Apr-14	0%		PM	
20.15	Review uniform selection	16	60	23-Feb-14	24-Apr-14	0%		GM	
20.16	Proceed recruitment of staff	12	21	23-Mar-14	13-Apr-14	0%		DHR	
20.17	Prepare departmental training plan	5	14	11-May-14	25-May-14	0%		DHR	
20.18	Prepare hotel induction for all departments	5	14	11-May-14	25-May-14	0%		DHR	
20.19	(spare number)			#VALUE!	#VALUE!	0%			
20.20	Hire DOSM	15	42	2-Mar-14	13-Apr-14	0%		GM & PM	
20.21	HOD'S & Sub Department Heads to be identified before month end.	15	60	2-Mar-14	1-May-14	0%		GM	
20.22	Recruiting Agency to be Identified and contracted by end of October	15	21	2-Mar-14	23-Mar-14	0%		DHR	
20.23	Recruiting Trips	12	15	23-Mar-14	7-Apr-14	0%		DHR	Not necessary at this stage
20,24	Hire IT Manager & It Supervisor	16	45	23-Feb-14	9-Apr-14	0%		PM / GM	
20.25	Hire Reservation Supervisor	14	21	9-Mar-14	30-Mar-14	0%		DHR	
20.26	Medical Insurrance	16	28	23-Feb-14	23-Mar-14	0%		DHR	
20.27	Hire Chief Security	15	14	2-Mar-14	16-Mar-14	0%		DHR	
30.01	S.O.E Rooms indentify suppliers and obtain quotations	15	42	2-Mar-14	13-Apr-14	30%		Owning Co.	
30.02	S.O.E Outlets indentify suppliers and obtain quotations	15	42	2-Mar-14	13-Apr-14	30%		Owning Co.	
30.03	S.O.E itchen indentify suppliers and obtain quotations	15	42	2-Mar-14	13-Apr-14	30%		Owning Co.	
30.04	S.O.E indentify suppliers and obtain quotations	15	42	2-Mar-14	13-Apr-14	30%		Owning Co.	
30.05	S.O.E Front of House	15	42	2-Mar-14	13-Apr-14	30%		Owning Co.	
30.06	S.O.E. Engineering	8	14	20-Apr-14	4-May-14	30%		DOE	
30.07	Plan hotel car requirements	5	7	11-May-14	18-May-14	0%		PM / GM	
30.08	S.O.E. Office Furniture	14	30	9-Mar-14	8-Apr-14	30%		DOE	
40.01	Start pre-opening sales activities	15	98	2-Mar-14	8-Jun	0%		DOSM	
40.02	Prepare list for all printed materials	15	28	2-Mar-14	30-Mar-14	60%		FC	
40.03	Identify & negotiate with advertising agency for pre-opening activities	14	28	9-Mar-14	6-Apr-14	0%		DOSM	
40.04	Take over working space and establish pre-opening office.	18	3	9-Feb-14	12-Feb-14	80%		DOE	Pre-opening office established at Owning Co. offices. Sufficient space until Mid-March
40.05	Create a pre-opening fact sheet	14	28	9-Mar-14	6-Apr-14	DONE	DONE	GM	Hotel and Banquet Factsheet DONE Hotel Brochure in progress (60%)
40.06	Establish Rate Structure	14	28	9-Mar-14	6-Apr-14	0%		FC	
40.07	Have the hotel displayed on BHI website.	12	14	23-Mar-14	6-Apr-14	30%		PM	
40.08	Contract T.O.	8	28	20-Apr-14	18-May-14	0%		DOSM	
40.09	Hotel Logo	13	28	16-Mar-14	13-Apr-14	DONE	DONE	Barbara	
50.01	Choose legal Consultant	22	14	12-Jan-14	26-Jan	DONE	DONE	Owning Co.	
50.02	Finalize Hotel Name and legal Intity	16	35	23-Feb-14	30-Mar	60%		Owning Co	
50.03	Review legal and license requirements		35	15-Jun-14	20-Jul-14	30%		Owning Co.	Overview of required licenses submitted in Dec. 2013
50.04	Review operational licenses	18	35	9-Feb-14	16-Mar-14	30%		Owning Co.	

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60.01	Make arrangements for temporary book keeping and handling of expenses.	22	90	12-Jan-14	12-Apr	60%	➡	FC	In progress, to be reviewed and agreed upon with PM
60.02	Review Pre-opening Budget	18	45	9-Feb-14	26-Mar	80%	↗	FC PM GM	
60.03	Obtain approval on working capital	8	14	20-Apr-14	4-May	30%	⬇	PM	
60.04	Review insurance need	15	21	2-Mar-14	23-Mar-14	30%	⬇	PM	
60.06	Prepare operational budget for year one	22	21	12-Jan-14	2-Feb-14	30%	⬇	FC PM GM	First draft done by PM in Summer 2013
60.07	Establish credit policy	10	14	6-Apr-14	20-Apr-14	0%	⬇	FC DOSM	
60.08	Account agreements on credit cards vendors	3	14	25-May-14	8-Jun-14	0%	⬇	DFC	
60.09	Contract suppliers-services	15	21	2-Mar-14	23-Mar-14	0%	⬇	DFC	
60.10	Establish pre-opening cash disbursement and purchase order authorization	15	90	2-Mar-14	31-May-14	0%	⬇	PM GM DFC	
60.13	Establish pre-opening general store system	6	7	4-May-14	11-May-14	0%	⬇	GM FC	
60.14	Establish pre-opening receiving procedure	6	7	4-May-14	11-May-14	0%	⬇	GM FC	
60.15	Identify and rent storage facility	12	21	23-Mar-14	13-Apr-14	0%	⬇	Owning Co. DOE	Coordinate the arrival of OE & FFE
60.16	Identify print shop for hotel requirements	9	7	13-Apr-14	20-Apr-14	0%	⬇	FC	
60.17	Identify the hotel banker	8	7	20-Apr-14	27-Apr-14	DONE	DONE	FC PM GM	Baoshang Bank
60.18	Open pre-opening bank account	12	15	23-Mar-14	7-Apr-14	0%	⬇	FC	
60.19				#VALUE!	#VALUE!	0%	⬇		
60.20	Provide Petty Cash RMB 10.000	21	14	19-Jan-14	2-Feb-14	0%	⬇	PM	
70.01	Review I.T. program & BOQ list	20	28	26-Jan-14	23-Feb-14	80%	↗	ITM	Lists almost ready to be submitted to Owning Co. for quotations
70.02	Finalize hotel telephone numbers and requirements	8	14	20-Apr-14	4-May-14	60%	➡	DOE	Temporary numbers done.
70.03	Finalize PO Box and official hotel address	8	14	20-Apr-14	4-May-14	DONE	DONE	DOE	
70.04	Finalize connection to internet facility	15	28	2-Mar-14	30-Mar-14	0%	⬇	ITM	
70.05	Finalize all IT requirements in terms of hardware, hotel applications and MS applications	22	28	12-Jan-14	9-Feb-14	80%	↗	ITM	
70.06	Prepare staff training for IT	15	21	2-Mar-14	23-Mar-14	0%	⬇	ITM	
70.07	Review Network,Access door Control,TV System, AV & CCTV	16	21	23-Feb-14	16-Mar-14	30%	⬇	ITM	
80.01	Follow up with ID to obtain all stacking plans for all hotel level	14	14	9-Mar-14	23-Mar	30%	⬇	DOE	
80.02	Review and understand Layout Plans	14	28	9-Mar-14	6-Apr	60%	➡	All	
80.03				#VALUE!	#VALUE!	0%	⬇		
80.04	Obtain Kitchens layout and BOQ	15	14	2-Mar-14	16-Mar	30%	⬇	DOE	Latest version December 28. Awaiting BOQ
80.05	Kitchen & Laundry Supply Equipment	22	28	12-Jan-14	9-Feb	0%	⬇	DOE	
80.06	Mock up room	16	28	23-Feb-14	23-Mar	0%	⬇	Owning Co.	
80.07	Review BOH layout and understand office requirements	10	14	6-Apr-14	20-Apr-14	30%	⬇	DOE GM	
80.08	Indoor signage	15	30	2-Mar-14	1-Apr-14	0%	⬇	Owning Co.	
80.09	Office Furniture & Equipment	16	28	23-Feb-14	23-Mar-14	30%	⬇	DOE	Pre-opening office done.
80.10	workshop space and Purchasing Office	15	28	2-Mar-14	30-Mar-14	30%	⬇	DOE	All areas identified. Construction company to action
		0	0	15-Jun-14		0%	⬇		
		0	0	15-Jun-14		0%	⬇		
						0.00%			

GM   General Manager
PM   Project Manager
DOE   Directore Engineering
ITM   IT Manager
HRM   HR Manager

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