Chicago Market - Feasability Reassessment Project Plan

Wk #	Task	Assigned to	Due on	Status	Notes	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
						June 29 - July 5	July 6 - 12	July 13 - 19	july 20 - 26	July 27 - Aug 2	Aug 3 - 9	Aug 10 - 16	Aug 17 - 23
	Develop project plan / meeting schedules / travel	K	6.28.20	Complete							JQ out		
	Set up payment / billing	K	6.28.20	Complete									
	Set up team folders / info / processes / systems	K	6.28.20	Complete									
	Team gets up to speed on background materials - identifies areas of opportunity, questions for board	All		Complete									
	Feasibility review - why is this currently non-feasible	K, JQ, KOD	Meeting scheduled Wed, July 1, 3 PM C / 4 PM E	Complete									
1	Team meeting: reviews / agreement on project plan / deadlines / check on project background / formulate questions more background needed from board - areas we can address to turn feasibility around	K, JQ, KOD, RPI	Meeting scheduled, Thurs, July 2, 4 pm C / 5 PM E	Complete									
	Team meeting with board - answer questions	K, JQ, KOD, RPI	7.9.20 6 PM	Complete									
	Market study - discussion with Marcia about potential of moving dial on sales	K, JQ	7.8.20	Complete									
	Site visit - programming / competitor research	RPI, JQ, K	Mon, July 6, 11 AM C at the site - Grant & Lee from CM	Complete									
	Team meeting on ideas / approaches to store layout	K, JQ, KOD, RPI	7.9 4 PM C / 5PM E	Complete									
2	Programing - Site research to Kevin	K, JQ, RPI	Thursday, 7.9	in process	3D / Store / competitor pix uploaded to site, store visit summaries coming								
	Initial Store layout ideas	RPI	7.15	Complete									
	Pro forma - baseline update initial info meeting	CN	7.13	Complete									
	Urban Research - small format, high volume GM input	JQ	7.14	Complete									
3	Team meeting = review store layout concepts	K, JQ, KOD, RPI	7.16 4 PM C/5 PM E										
	Baseline pro forma update complete	CN	7.2										
	Programming ideas / impacts proposal from kevin - store layout implications	Kevin	7.22										
4	Team meeting - review programming ideas / impacts	K, JQ, KOD, RPI	7.23 4PM C / 5PM E										
	Update Marcia on ideas / sales impact	K, JQ	7.27										
	New store layouts review	RPI	7.29										
	Team meeting to assess impacts from programing / store layout	All	7.30 4PM C / 5PM E										
5	Summary of new Feasibility assumptions / programming updates for Pro forma to Christine	K - CN	7.30.20										
	New Pro forma - review & discussion - changes adaptations- 2nd round revisions	CN	8.6.20										
6	Team meeting - review pro forma update 1 - what do we need to revise and adapt? Store layout update, programming update,	All	8.6 4PM C / 5PM E										
	2nd pro forma review	All	8.12										
7	Team meeting - review pro forma update 2 - what do we need to revise and adapt?	All	8.13 4PM C / 5PM E										

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	Equipment list	RPI	8.18										
	Final pro forma	Christina	8.19										
	Programming requirements	Kevin	8.18										
	Team meeting	All	8.20 4PM C / 5PM E										
8	Final report prep	All - K lead	8.21										