

# New Property Selection

**Industry:** QSR | F & B | Retail | Banks | Services  
**Function:** Business Development | Property Services  
**Periodicity:** Single | Annual  
**Setup time:** 1 day  
**Investment:** Rs 100/ day  
**Value:** Rs 500 effort saving / day  
 (↓ Follow up - 15 min/ day for 10 users @Rs 4 lac pa)

## Overview

Manage document submission and approvals for a new property, with automated reminders and real-time reports enabling speed and preventing opportunity loss.

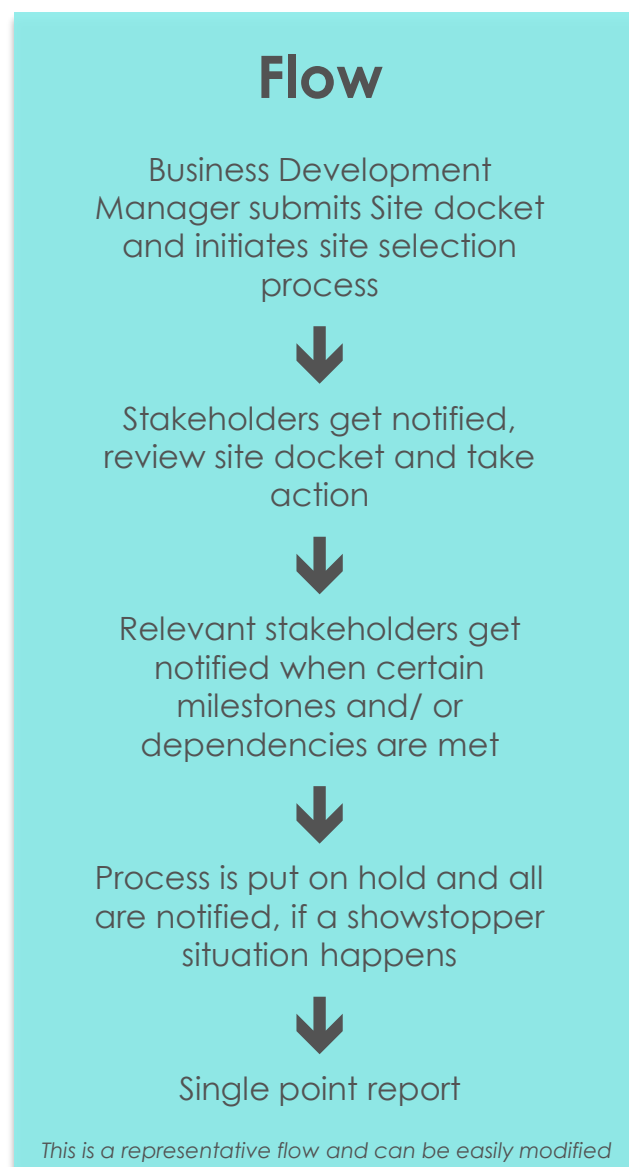
## Salient features

- ✓ Automated reminders/ escalations
- ✓ Flexibility to evolve process
- ✓ Visibility into current status and documents

## Benefits

- ✓ Faster closures with lesser follow ups
- ✓ Timely action & interventions
- ✓ Insights into delays, bottlenecks
- ✓ Single repository of all underlying information & files

## Sample



Process Name	Process	Dependency	MileStone	Show Stopper
FA1 RBDHO approval	+Process(0)		+Milestone(0)	+ShowStopp
FA2 Brand approval	+Process(0)		+Milestone(0)	+ShowStopp
FA3 Projects approval	+Process(0)		+Milestone(0)	+ShowStopp
FB1 Franchisee Identification	+Process(3)		+Milestone(3)	+ShowStopp
FB1.1 Franchisee Evaluation	+Process(1)		+Milestone(1)	+ShowStopp
FB1.2 Franchisee Approval	+Process(1)		+Milestone(1)	+ShowStopp
FB1.3 Prep. of Franchisee Agreement	+Process(1)		+Milestone(1)	+ShowStopp
FB1.4 Token Deposit from Franchisee	+Process(1)		+Milestone(1)	+ShowStopper(0)
FB1.5 Deposit from Franchisee	+Process(1)		+Milestone(1)	+ShowStopper(0)
FC Approval for token advance	+Process(1)		+Miles	
FB2 Title Papers/Documents	+Process(3)		+Miles	

Locations	Due Date	Status
Site 1	11-Nov-2014	Closed
Site 2	29-Oct-2016	Delayed
Site 3	10-Jun-2016	Delayed
NSO Project 1 , Bengaluru	19-Oct-2016	Delayed
New Project 2 , Bengaluru	27-Jul-2016	Delayed

Process	Action By	Completion Date	Planned Due Date	Variance	Message
- BD Head approval release		10-Jun-2016	13-Aug-2015	302 day(s)	
	John King	13-Aug-2015 submission date			Send Message
	Dan Wayne	--			Send Message
+ Business approval		03-Feb-2016	20-Aug-2015	167 day(s)	
+ Projects approval		10-Jun-2016	20-Aug-2015	295 day(s)	
+ Finance approval docs		10-Jul-2016	12-Sep-2015	302 day(s)	
+ Legal approval		10-Jul-2016	19-Sep-2015	295 day(s)	

# New Outlet Opening Tracker

**Industry:** Retail  
**Function:** Operations  
**Periodicity:** Single/Annual  
**Setup time:** 1-2 days  
**Investment:** Rs 100/ day  
**Value:** Rs1-1.5 lacs **cost saving / Property**  
 ( For every 2 days of delay prevented)

## Overview

Manage the assignment and reporting of new store opening tasks to drive faster and cheaper opening with lesser effort and reduced errors.

## Salient features

- ✓ Automated reminders/ escalations
- ✓ Visibility of current status and likely opening date
- ✓ Insights into delays to identify/manage bottlenecks

## Benefits

- ✓ Lesser delays
- ✓ Single repository of all underlying information & files
- ✓ Lesser errors
- ✓ Reduced conflict
- ✓ Lesser follow up effort

## Sample



Process Name	Dependency			Show Stopper	Locations			Due Date	Status
	Process	MileStone							
Business Plan	+Process(0)	+Milestone(0)	+ShowStopper(1)						
Manpower Plan	+Process(0)	+Milestone(0)	+ShowStopper						
Site visit report	+Process(0)	+Milestone(0)	+ShowStopper	Site 1		11-Nov-2014		Closed	
Layout approval	+Process(3)	+Milestone(3)	+ShowStopper	Site 2		29-Oct-2016		Delayed	
Construction drawing s	+Process(1)	+Milestone(1)	+ShowStopper	Site 3		10-Jun-2016		Delayed	
Construction review - Civil	+Process(1)	+Milestone(1)	+ShowStopper		NSO Project 1 , Bengaluru	19-Oct-2016		Delayed	
Marketing Plan approval	+Process(1)	+Milestone(1)	+ShowStopper		New Project 2 , Bengaluru	27-Jul-2016		Delayed	
VM Docket approval	+Process(1)	+Milestone(1)	+ShowStopper						
Order receipt	+Process(1)	+Milestone(1)	+ShowStopper(0)						
Construction review – Plumbing	+Process(1)	+Milestone							
Hiring completion	+Process(3)	+Milestone							

Process	Action By	Completion Date	Planned Due Date	Variance	Message
Business Plan release		10-Jun-2016	13-Aug-2015	302 day(s)	
	John King	13-Aug-2015 <small>submission date</small>			Send Message
	Dan Wayne	--			Send Message
+ Manpower Plan		03-Feb-2016	20-Aug-2015	167 day(s)	
+ Site visit report		10-Jun-2016	20-Aug-2015	295 day(s)	
+ Layout approval docs		10-Jul-2016	12-Sep-2015	302 day(s)	
+ Construction drawings		10-Jul-2016	19-Sep-2015	295 day(s)	

# New Outlet Opening Checklist

**Industry:** Retail  
**Function:** Operations  
**Periodicity:** Single/Annual  
**Setup time:** 30-45 mins  
**Investment:** Rs 2/ Outlet  
**Value:** Rs 3000 effort saving / outlet  
 ( 1 man-day effort saving – Assigning tasks / follow up))

## Overview

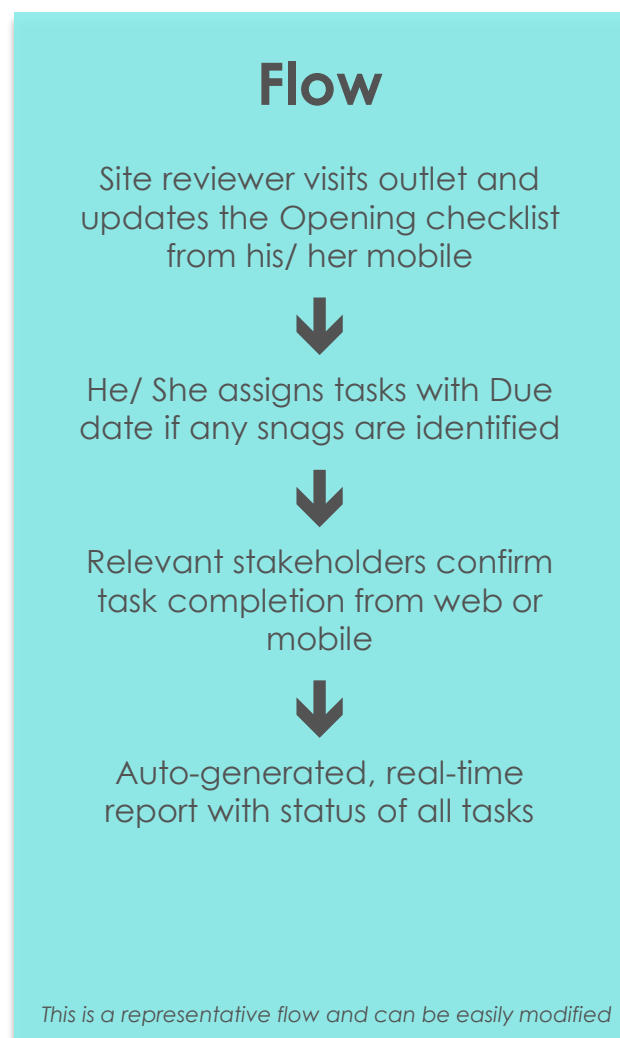
A Mobile enabled checklist with ability to assign tasks and track completion status to ease out Snag reporting and closures.

## Salient features

- ✓ Mobile enabled
- ✓ Easy task assignment (Snags)
- ✓ Report with status of all Tasks

## Benefits

- ✓ Fast, Easy checklist submission and task assignment
- ✓ Timely Task closure
- ✓ Reduced follow up effort
- ✓ Insights into bottlenecks to enable interventions

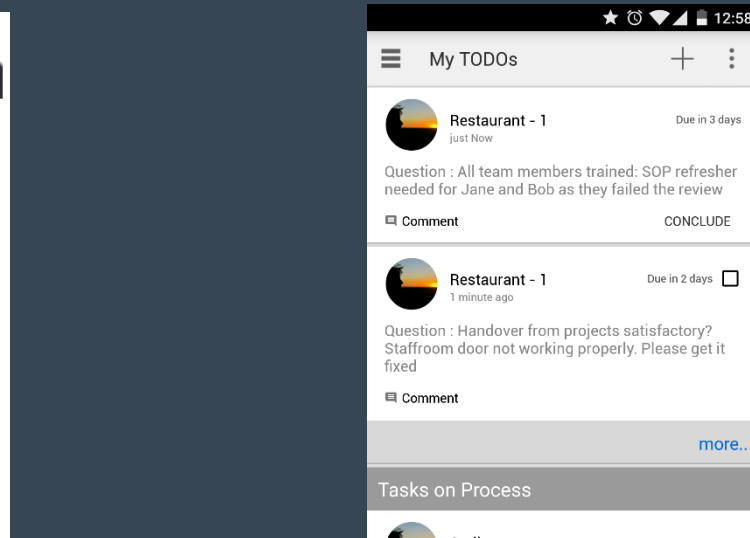


## Sample

### New outlet opening checklist

**1) Please walk through the outlet and review the following points.**

1.1) Handover from projects satisfactory?	<input type="radio"/> Yes	<input type="radio"/> No	Gaps if any <input style="width: 80%;" type="text"/>
1.2) Staffing complete	<input type="radio"/> Yes	<input type="radio"/> No	Gaps if any <input style="width: 80%;" type="text"/>
1.3) All team members trained	<input type="radio"/> Yes	<input type="radio"/> No	Gaps if any <input style="width: 80%;" type="text"/>
1.4) Is all equipment available and in working order	<input type="radio"/> Yes	<input type="radio"/> No	Gaps if any <input style="width: 80%;" type="text"/>
1.5) Area all ingredients available and stacked neatly with proper labeling	<input type="radio"/> Yes	<input type="radio"/> No	Gaps if any <input style="width: 80%;" type="text"/>
1.6) Trial run conducted and outcome satisfactory?	<input type="radio"/> Yes	<input type="radio"/> No	
1.7) Marketing collateral setup as per plan			



Process Name: New outlet opening checklist

Please walk through the outlet and review the following points.	
Handover from projects satisfactory?	Yes <span style="color: red;">+</span>
Staffing complete	Yes <span style="color: red;">+</span>
All team members trained	No <span style="color: red;">+</span>
Is all equipment available and in working order	Yes <span style="color: red;">+</span>
Area all ingredients available and stacked neatly with proper labeling	Yes <span style="color: red;">+</span>
Trial run conducted and outcome satisfactory?	No <span style="color: red;">+</span>
Marketing collateral setup as per plan	Yes <span style="color: red;">+</span>
<b>Points available</b>	<b>7.0</b>
<b>Points earned</b>	<b>5.0</b>