



Subject: **R&D/MENU CHANGE SCHEDULE TRACKER**

Purpose: The purpose of this log is to help chefs set a firm schedule and monitor progress for each part of the R&D process leading to a successful menu change.

Directions: Once a dish or idea gets approved for research, chefs must use this document to help guide the process from start to finish. Put the dish/idea name under the appropriate heading and set a tentative schedule. It is fine if these dates must change but the changes must be recorded in the log. Once a step is completed, change the text from a date to the word "DONE".

**Restaurant:**

**Chef:**

<b>DISH/IDEA NAME</b>	<b>New Product Arrival Date</b>	<b>Component Prep in Isolation Date</b>	<b>Taste Full Dish in Isolation</b>	<b>Taste Full Dish for Chefs/Mgmt</b>	<b>Send initial results to Homebase</b>	<b>Taste revised version with Chefs/Mgmt</b>	<b>Dish Costed and Recipes Completed</b>	<b>Staff Training Period (allow several days)</b>	<b>@ideas Log, Menu Description and Allergy Grid Complete</b>	<b>Menu Change Date</b>
Dave's Famous Fried Rice and Noodle Surprise	6/1/2020	6/3/2020	6/4/2020	6/5/2020	6/5/2020	6/9/2020				
<b>Comments</b>										

