

BOYDESCAPES

Escape Room Operation Plan / Reporting / Policy Work Sheet

WBS	Description	Status
	Site Review	
	Core Competency	
CC-01	All Games Review	<input type="checkbox"/>
CC-02	Control Room Review	<input type="checkbox"/>
CC-03	Regular Games	<input type="checkbox"/>
CC-04	Corporate Games	<input type="checkbox"/>
CC-05	Clues	<input type="checkbox"/>
CC-06	Complete Customer Experience	<input type="checkbox"/>
	Reporting	
RPT-01	Weekly Site Reports	<input type="checkbox"/>
RPT-03	Gaming Stats	<input type="checkbox"/>
RPT-04	Performance Report - Sales to Plan	<input type="checkbox"/>
RPT-06	Marketing Report - Lead to Sales Plan	<input type="checkbox"/>
RPT-07	CSR – Customer Support - Customer Feedback	<input type="checkbox"/>
RPT-08	Competitor Report	<input type="checkbox"/>
RPT-09	Daily Report - Scorecard to Plan	<input type="checkbox"/>
	G&A Review (Metrics/Ratios)	
GA-01	Labor – Manager, Asst Manager, Clue Masters	<input type="checkbox"/>
GA-02	Rent	<input type="checkbox"/>
GA-03	Contractors	<input type="checkbox"/>
GA-04	Utilities	<input type="checkbox"/>
	Operation Review	
	Site Policy/Standards	
SP-01	Hiring Managers, Asst. Managers, Clue Masters	<input type="checkbox"/>
SP-02	Weekly Expense Report	<input type="checkbox"/>
SP-03	Weekly Schedules	<input type="checkbox"/>
SP-04	Weekly Labor Reports	<input type="checkbox"/>
SP-05	Refunds	<input type="checkbox"/>
SP-06	Gift Certificates	<input type="checkbox"/>
	Employee Policy/Standards	



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EP-01	Staff Training	<input type="checkbox"/>
EP-02	Employee Documents	<input type="checkbox"/>
EP-03	Business Cards	<input type="checkbox"/>
EP-04	Employee Signage	<input type="checkbox"/>
EP-05	Employee Handbook	<input type="checkbox"/>
EP-06	Employee Expenses	<input type="checkbox"/>
Facility		
FA-01	Facility Review	<input type="checkbox"/>
FA-02	Surrounding Area Review	<input type="checkbox"/>
FA-03	Inventory Management	<input type="checkbox"/>
FA-04	Passwords	<input type="checkbox"/>
FA-05	Social Media – Yelp, Trip Advisor, Facebook (ownership)	<input type="checkbox"/>
FA-06	Phones	<input type="checkbox"/>
FA-07	Handyman Service	<input type="checkbox"/>
FA-08	Cleaning Service	<input type="checkbox"/>