Project Status Report Template

conducted for

Opening A New Branch of RCG Coffeehouse

Project #
RC2219

Location
1653 Garden St, Ogilvie, MN 56358, USA

Conducted on
29 Nov 2018 09:38 AM

Prepared by
SafetyCulture Staff

Completed on
29 Nov 2018 10:02 AM

Score
25/100.0 - 25.00%
## Audit - 25/100 25.00%

### Project Status Report

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
<th>Details</th>
</tr>
</thead>
</table>
| Time                   | Behind   | 1. High quality coffee beans and ingredients will be imported from Asia next week.  
2. Following equipment are to be purchased next week:  
- Drip coffeemakers  
- Industrial coffee grinders  
- French presses  
- Espresso machines  
- Refrigerators and freezers  
- Insulated flasks for cream and milk  
- Food service containers and pumps  
- Ovens/toasters/other cooking devices  
3. Currently interviewing 2 managers |
| # of days behind against the plan | 45       |                                                                         |
| Quality                | Slipping |                                                                         |
| Description/observations |          | Coffeehouse interior design materials are not yet finished             |
| Take photo evidence (optional) |          |                                                                         |
| Appendix 1             |          |                                                                         |
| Appendix 2             |          |                                                                         |
| Cost                   | On Track |                                                                         |
| overall budget spent   | $900,000 |                                                                         |

### Summary

Score (25/100) 25.00%

Tasks completed

- Interior design materials in place.
- Food supplies and equipment order status are updated.

New issues, risks, blockers

- Lack of safety clothing for workers.
- Suppliers are having issues with their machines which can delay some products.
<table>
<thead>
<tr>
<th>Question</th>
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<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>To do</td>
<td>Wait for equipment and food supplies next week, and continue finishing interior design</td>
<td></td>
</tr>
<tr>
<td>% of Project Completion</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

**Completion**

<table>
<thead>
<tr>
<th>Full Name and Signature of Inspector</th>
<th>Chad Brawl</th>
</tr>
</thead>
</table>
Media

Appendix 1

Appendix 2