



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%

Question	Response	Details
Project Status Report		
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)		
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Appendix 1</p> </div> <div style="text-align: center;">  <p>Appendix 2</p> </div> </div>		
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.	

Question	Response	Details	
To do	Wait for equipment and food supplies next week, and continue finishing interior design		
% of Project Completion	25		
Completion			
Full Name and Signature of Inspector	Chad Brawl		

Media



Appendix 1



Appendix 2