

LESSONS LEARNED REPORT EXAMPLE

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PROJECT TITLE

DATE OF REPORT

NEW MENU DESIGN – SPRING	00/00/0000
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TEAM MEMBERS

PROJECT MANAGER

Greg, Michelle	Shaun
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GOALS

What were our goals in this project?	Were those goals achieved? (Y / N)
Create a new menu for Spring that highlights local, in-season produce within our food cost margins.	Yes

What new goals were added and achieved by project's end?
We wanted to include squash blossoms on the menu and sourced a vendor that could provide them for an appropriate cost.

LESSONS LEARNED

What went well on this project?	How would you improve these processes for next time, if applicable?	Assigned To
We were able to use an existing recipe for salad dressing on the new salad.	No improvements needed here; this salad will go on the event menu as well!	N/A
Made connections with a new cheese rep and lowered our food cost on the cheese plate.	We will continue to use this vendor and take advantage of bulk wholesale pricing.	N/A
The vendor we found for squash blossoms also has other local produce items that compete in price with larger food distributors.	We will have more access to local, seasonal produce for use in future menus through networking with our new contact.	Shaun

What did not go well on this project?	How would you improve these processes for next time, if applicable?	Assigned To
Prices of some of the local produce we wanted were prohibitively high once you factor in food waste, and we didn't realize that until we already had a stock in the restaurant.	Next time, we will vet ingredients for shelf life before we put them on the menu.	Michelle
We had to buy new plates for one of the salads, but realized after purchasing that they are much more fragile in the dishwasher than the previous plates.	These new plates are now hand wash only, and we have another shipment of plates from the previous vendor en route.	Greg
Many of our seasonal dishes are more expensive because of limited availability, and we were faced with having to educate customers on food cost and seasonality.	We will hold a meeting with front of house staff educating them on the language we will use with customers about price and seasonal availability of ingredients.	Shaun

Further Comments	This menu rollout went great! The squash blossoms and new salad went over very well! A guest even asked if we could serve the salad at her upcoming wedding on site. Supporting our new small farm produce vendor is allowing them to broaden their selection for future seasons, we look forward to working with them on Summer and Fall menus!
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