

PROJECT: [ENTER LOCATION / TERRITORY HERE], CITY, STATE

Franchisor	Soft Launch	Status	OK
Franchisee (A)	Go-Live	Accounts & Finance (F)	
Project Coord. (B)	Infrastructure (D)	Branding (G)	
Spares (C)	IT (E)	HR (H)	
	Operations (J)	Training (I)	

Sl.	Category	Activity	Responsible	Person(s) involved	Remarks	Target Date	Status
1	Evaluation	Submit Initial application Form (if applicable)	Franchisee	A			PENDING
2	Evaluation	Submit Expression of interest Form	Franchisee	A			PENDING
3	Evaluation	Identify project location	Franchisee	A			PENDING
4	Evaluation	Inspect project location & evaluate	Franchisor	A, B			PENDING
5	Evaluation	Conduct market survey (if applicable)	Franchisee	A			PENDING
6	Evaluation	Execute Non Disclosure Agreement	Franchisee	A, B			PENDING
7	Evaluation	Discuss the business model with potential franchisee	Franchisor	A, B			PENDING
8	Evaluation	Complete Franchisee Evaluation Form	Franchisor	A			PENDING
9	Sign Up	Letter of Intent & collection of Initial Franchise fees	Franchisor	A, B, F			PENDING
10	Sign Up	Establish date for Ground Breaking	Franchisee	A			PENDING
11	Sign Up	Establish date for Operations Launch (Soft)	Franchisee	A			PENDING
12	Sign Up	Establish date for Public Launch	Franchisee	A, B			PENDING
13	Start Up	Incorporate Company and obtain required Permits	Franchisee	A			PENDING
14	Start Up	Director Identification Number	Franchisee	A			PENDING
15	Start Up	Company / Partnership Registration	Franchisee	A			PENDING
16	Start Up	Tax Registration (local, state, GST / VAT / Service Tax etc.)	Franchisee	A			PENDING
17	Start Up	Labour Certificate	Franchisee	A			PENDING
18	Start Up	Pollution Control Certificate	Franchisee	A			PENDING
19	Start Up	Open Bank Account	Franchisee	A			PENDING
20	Start Up	Apply for Credit Card Processing Machine	Franchisee	A			PENDING
21	Start Up	Execute Franchise Agreement & Collect Franchise Fees and Advances	Franchisor	A, B, F			PENDING
22	Spares & Sourcing	Collect details of key suppliers and establish contact:	Franchisee	A, C			PENDING
23	Spares & Sourcing	Authorised OE spare part distributors	Franchisee	A, C			PENDING
24	Spares & Sourcing	Authorised after-market spare part distributors	Franchisee	A, C			PENDING
25	Spares & Sourcing	Spare part suppliers (imports)	Franchisee	A, C			PENDING
26	Spares & Sourcing	Scrap yards and suppliers	Franchisee	A, C			PENDING
27	Spares & Sourcing	Lubes suppliers	Franchisee	A, C			PENDING
28	Spares & Sourcing	Consumables suppliers	Franchisee	A, C			PENDING
29	Spares & Sourcing	Machine shops, foundries, drive shaft repair, AC repair	Franchisee	A, C			PENDING
30	Spares & Sourcing	Tyre suppliers	Franchisee	A, C			PENDING
31	Spares & Sourcing	Battery suppliers	Franchisee	A, C			PENDING
32	Spares & Sourcing	Scrap purchasing companies (waste oil, filters, plastic, metal)	Franchisee	A, C			PENDING
33	IT	Garage Management / Shop Management System Update (SMS)	Franchisor	F			PENDING
34	IT	Assign unique 3 character code to location in SMS	Franchisor	F			PENDING
35	IT	Set up specific Ledger for Franchisee	Franchisor	F			PENDING
36	IT	Set up upfront and royalty payment schedule as per agreement	Franchisor	F			PENDING
37	Marketing	Understand and develop knowledge of popular makes / models in the catchment area	Franchisee	A			PENDING
38	Marketing	Identify local corporate, fleet (including associations) and other large customers	Franchisee	A			PENDING
39	Marketing	Preparation of local marketing and promotional plans, in local language if required	Franchisee	A			PENDING
40	Marketing	Contact with local newspaper agents, radio or TV channels	Franchisee	A			PENDING
41	Marketing	Contact all Insurance surveyors, agents and local insurance offices	Franchisee	A, B			PENDING
42	Marketing	Contact all major towing companies. Make agreements.	Franchisee	A			PENDING
43	Marketing	Contact all Corporates in the neighborhood	Franchisee	A			PENDING
44	Marketing	Contact all gated communities, residential and commercial complexes where there is high concentration of cars	Franchisee	A			PENDING
45	Marketing	Contact all used car retailers, local workshops in the area	Franchisee	A			PENDING
46	Marketing	Contact accessories retailers in the area	Franchisee	A			PENDING
47	Marketing	Contact local toll booths and highway patrol agencies	Franchisee	A			PENDING

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48	Marketing	Discuss learning with Franchisor and develop action plan	Franchisee	A, B			PENDING
49	Branding	Collect print material & branding from Franchisor and order prints Most formats may be readily available in Shop Management System	Franchisee	A, G			PENDING
50	Branding	Gate Pass	Franchisee	A, G			PENDING
51	Branding	35 Point Check Sheet	Franchisee	A, G			PENDING
52	Branding	Invoice	Franchisee	A, G			PENDING
53	Branding	Vehicle Condition Inspection Sheet	Franchisee	A, G			PENDING
54	Branding	Sub Contract Job Sheet	Franchisee	A, G			PENDING
55	Branding	Consumables Consumption Tracking Sheet	Franchisee	A, G			PENDING
56	Branding	Petty Cash Voucher	Franchisee	A, G			PENDING
57	Branding	Windshield Branding Sticker	Franchisee	A, G			PENDING
58	Branding	Next Oil Change Sticker	Franchisee	A, G			PENDING
59	Branding	T Shirt & Shoes	Franchisee	A, G			PENDING
60	Branding	News Paper Insert	Franchisee	A, G			PENDING
61	Branding	Customer Brochure	Franchisee	A, G			PENDING
62	Branding	Banner	Franchisee	A, G			PENDING
63	Branding	Signage (include list all Signage: Internal & External)	Franchisee	A, G			PENDING
64	Branding	Envelopes	Franchisee	A, G			PENDING
65	Branding	Parts Indent Form	Franchisee	A, G			PENDING
66	Infrastructure	Initial meeting to understand and plan infrastructure	Franchisor	A, B, D			PENDING
67	Infrastructure	Finalization of building design	Franchisor	A, B, D			PENDING
68	Infrastructure	Obtain building permits from Corporation / Municipality	Franchisee	A			PENDING
69	Infrastructure	Finalization of Interior & Furniture design	Franchisor	A, B, D			PENDING
70	Infrastructure	Finalization of all Contractors (Civil, Fabricator, Carpenter, Electrician, Plumber)	Franchisee	A, D			PENDING
71	Infrastructure	Set up project site office	Franchisee	A, D			PENDING
72	Infrastructure	Get Electricity connection (3 Phase)	Franchisee	A			PENDING
73	Infrastructure	Get Sewer connection	Franchisee	A, D			PENDING
74	Infrastructure	Get Water connection / bore well	Franchisee	A, D			PENDING
75	Infrastructure	Get Internet connection	Franchisee	A			PENDING
76	Infrastructure	Get landline Phone connection	Franchisee	A			PENDING
77	Infrastructure	Install Power Generator & Air Compressor	Franchisee	A, D			PENDING
78	Infrastructure	Complete building (structure, drive ways, boundary etc.) with Electrical outlets, Air piping, Water, Sewer outlets and Internet cabling	Franchisee	A, B, D			PENDING
79	Infrastructure	Complete Interiors, Floors, Walls, Ceiling, Fixtures, Electricals	Franchisee	A, B, D			PENDING
80	Infrastructure	Place order for Furniture, Equipment, Tools	Franchisee	A, B, C, D			PENDING
81	Infrastructure	Complete procurement and installation of Furniture, Equipment & Tools	Franchisee	A, B, C, D			PENDING
82	HR	Complete Hiring (Initial team - to be modified as per site & services)	Franchisee	A, B, H			PENDING
83	HR	Facility Manager (Optional, 1 Nos.)	Franchisee	A, B, H	Facility shall be managed by (A).		PENDING
84	HR	Service Advisor (1 Nos.)	Franchisee	A, B, H			PENDING
85	HR	Receptionist / Customer Relations Executive (Optional)	Franchisee	A, B, H			PENDING
86	HR	Chief Technician (1 Nos.)	Franchisee	A, B, H			PENDING
87	HR	Sr. Technician (1 Nos.)	Franchisee	A, B, H			PENDING
88	HR	Jr. Technician (1 Nos.)	Franchisee	A, B, H			PENDING
89	HR	Helper (1 Nos.)	Franchisee	A, B, H			PENDING
90	HR	Electrician (1 Nos.)	Franchisee	A, B, H			PENDING
91	HR	Wheel Alignment / Tyres Technician (1 Nos.)	Franchisee	A, B, H			PENDING
92	HR	Driver (Optional, 1 Nos.)	Franchisee	A, B, H			PENDING
93	HR	Parts Picker (1 Nos.)	Franchisee	A, B, H			PENDING
94	HR	House Keeping (1 Nos.), Outsource	Franchisee	A, B, H			PENDING

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95	HR	Cashier (Optional, 1 Nos.)	Franchisee	A, B, H			PENDING
96	HR	Spares Incharge (Optional, 1 Nos.)	Franchisee	A, B, H			PENDING
97	HR	Security (1 Day (Optional), 1 Night), Outsource	Franchisee	A, B, H			PENDING
98	HR	Car Wash Boys (2 Nos.), Outsource	Franchisee	A, B, H			PENDING
99	HR	Value Added Services Technicians (1 Nos.), Outsource	Franchisee	A, B, H			PENDING
100	HR	Collect complete details of all employees	Franchisee	A			PENDING
101	HR	Issue dresses, shoes to all staff	Franchisee	A			PENDING
102	HR	Issue identification cards to all staff	Franchisee	A, G			PENDING
103	HR	Complete regulatory registration for all staff (e.g. Provident Fund, Health Insurance)	Franchisee	A, H			PENDING
104	HR	Ensure every employee has a Bank account	Franchisee	A			PENDING
105	Training	Arrange training for key personnel	Franchisor	A, B			
106	Training	Provide training for Franchise operator	Franchisor	A, B			
107	Pre-Launch	Procure Spare Parts and organize in racks in Inventory area	Franchisee	A, B, C			PENDING
108	Pre-Launch	Organize Tools in Tool boxes and transfer ownership to Sr. Technician	Franchisee	A, B, C			PENDING
109	Pre-Launch	Take inventory of Furniture, Tools, Equipment, IT Assets, Spares, Consumables, Infrastructure, Printed Materials, Dresses, Marketing Material, Retail items, Warranty cards for equipment, Annual Maintenance Contracts etc.	Franchisee	A			PENDING
110	Pre-Launch	Install internal & external signage, bay markings, safety equipment etc.	Franchisee	A, B, D			PENDING
111	Pre-Launch / IT	Set up email account	Franchisee	A			PENDING
112	Pre-Launch / IT	Set up of IT infrastructure (computers, printers, local network)	Franchisee	A, E			PENDING
113	Pre-Launch / IT	Set up of closed circuit camera	Franchisee	A			PENDING
114	Pre-Launch / IT	Set up of biometric scanners	Franchisee	A			PENDING
115	Pre-Launch / IT	Set up accounting system	Franchisee	A, F			PENDING
116	Pre-Launch / IT	Update of new location on website and other marketing, corporate collaterals	Franchisee	A, B, F			PENDING
117	Pre-Launch	Soft launch of retail outlet. Conduct mock sessions with entire staff.	Franchisee	A, B, J			PENDING
118	Pre-Launch	Prepare facility for Mega launch	Franchisee	A, B, J			PENDING
119	Pre-Launch	Conduct local level marketing	Franchisee	A			PENDING
120	Pre-Launch	Conduct media promotions	Franchisor	A, B			PENDING
121	Pre-Launch / IT	Update masters in SMS system:	Franchisor	E			PENDING
122	Pre-Launch / IT	Local service location headers (address, phone no., TIN, Service Tax registration etc.)	Franchisor	A, E			PENDING
123	Pre-Launch / IT	Service pricing	Franchisor	E			PENDING
124	Pre-Launch / IT	Parts pricing, if applicable	Franchisor	E			PENDING
125	Pre-Launch / IT	Local suppliers	Franchisor	A, E			PENDING
126	Pre-Launch / IT	Local service providers	Franchisor	A, E			PENDING
127	Pre-Launch / IT	Local staff	Franchisor	A, E			PENDING
128	Pre-Launch / IT	Access rights and permissions for system users	Franchisor	A, E			PENDING
129	Pre-Launch / IT	Update physical inventory	Franchisor	A, C			PENDING
130	Pre-Launch	Compile list of all important contacts (for future support concerns)	Franchisee	A			PENDING
131	Pre-Launch	Bank Contact	Franchisee	A			PENDING
132	Pre-Launch	Chartered Accountant	Franchisee	A			PENDING
133	Pre-Launch	Company Secretary	Franchisee	A			PENDING
134	Pre-Launch	Legal Advisor	Franchisee	A			PENDING
135	Pre-Launch	Civil Contractor	Franchisee	A			PENDING
136	Pre-Launch	Site Engineer	Franchisee	A			PENDING
137	Pre-Launch	Electrician	Franchisee	A			PENDING
138	Pre-Launch	Plumber	Franchisee	A			PENDING
139	Pre-Launch	Sewer Contractor	Franchisee	A			PENDING
140	Pre-Launch	Painter	Franchisee	A			PENDING

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141	Pre-Launch	Pre-fab Walls Contractor	Franchisee	A			PENDING
142	Pre-Launch	Ceiling Contractor	Franchisee	A			PENDING
143	Pre-Launch	Flooring Contractor	Franchisee	A			PENDING
144	Pre-Launch	Glass Contractor	Franchisee	A			PENDING
145	Pre-Launch	Epoxy Contractor	Franchisee	A			PENDING
146	Pre-Launch	Fabrication Contractor	Franchisee	A			PENDING
147	Pre-Launch	Equipment Vendor & Service Team	Franchisee	A			PENDING
148	Pre-Launch	Spares Vendors	Franchisee	A			PENDING
149	Pre-Launch	Internet Provider	Franchisee	A			PENDING
150	Pre-Launch	Landline Provider	Franchisee	A			PENDING
151	Pre-Launch	Contractor 1 (Car Wash)	Franchisee	A			PENDING
152	Pre-Launch	Contractor 2 (Value Added Service)	Franchisee	A			PENDING
153	Pre-Launch	Contractor 3 (Tyres)	Franchisee	A			PENDING
154	Pre-Launch	Security Service Provider	Franchisee	A			PENDING
155	Pre-Launch	Local Police Station	Franchisee	A			PENDING
156	Pre-Launch	Local Primary / Emergency Care	Franchisee	A			PENDING
157	Pre-Launch	Local Fire Station	Franchisee	A			PENDING
158	Pre-Launch	Courier Operator	Franchisee	A			PENDING
159	Pre-Launch	Transport Operator	Franchisee	A			PENDING
160	Pre-Launch	Towing Company	Franchisee	A			PENDING
161	Pre-Launch	Get insurance for facility	Franchisee	A			PENDING
162	Launch	Final Launch Audit (submit copy of all documents to Franchisor)	Franchisee	A, B			PENDING
163	Launch	Store all Franchise documents online and in safe box	Franchisor	B			PENDING
164	Launch	Project hand over to Franchisee	Franchisor	A, B			PENDING