

# Project Manager

Goal: Oversee restaurant projects and day-to-day operations efficiently, ensuring timely completion

Task	Description	Owner	Deadline
Menu Update	Present New Seasonal Selections	Chef	08/30/2025
Resources & Supplies	Keep inventory well-stocked	Manager	09/05/2025
Employee Oversight	Assign Shifts and Duties	Project Manager	09/10/2025
Event & Food	Manage Event and	Project Manager	09/15/2025
Service Planning	Catering Operations		
Marketing & Advertising	Coordinate Marketing and Promotional Activities	Marketing	09/18/2025
Client Reviews	Monitor Customer Insights	Project Manager	09/25/2025
Team Performance	Monitor Progress and	Project Manager	09/30/2025
Check	Staff Effectiveness		

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Completion, budget compliance, and seamless workflow despite a busy schedule

Status	Notes
Done	Handle Supplier
Done	Coordination for Stock
	Avoid Stockouts During
	Peak Times
In Progress	Ensure Balanced
	Workload for Staff
In Progress	Ensure Smooth
	Communication Across
	Staff and Clients
In Progress	Ensure Consistency with
	Menu and Event Schedule
Not Started	Execute Upgrades
	Efficiently
Not Started	Adapt Strategy and
	Allocate Resources
	Accordingly