BPM Appendix 1 - Pre-Opening Count Down Schedule

KINOHIMITSU
FREEDOM TO LIVE

Activity	WK 16	WK 15	WK 14	WK 13	WK 12	WK 11	WK 10	WK 9	WK 8	WK 7	WK 6	WK 5	WK 4	WK 3	WK 2	WK 1							Opening
																Day 7	Day 6	Day 5	Day 4	Day 3	Day 2	Day 1	
SITE SELECTION																							
Distribution Agreement Signed																							
Identify potential site																							
Select site and submit site selection checklist																							
Approval by Principal																							
Site confirmation & sign lease with landlord																							
Source for Renovation Contractor																							
BOUTIQUE SETUP & DESIGN																							
Distributor submit floorplan & design to Principal																							
Principal to approve floorplan & design																							
Design discussion & amendments																							
Confirm design & plan project schedule																							
Submit design to landlord																							
Appoint contractor																							
Develop perspective & construction drawings																							
Order equipment																							
Start Renovation																							
Initial Order to delivery																							
Purchase CCTV (if applicable) telephone, fax machine and other electronic appliances																							
Prepare In-house Collaterals																							
Apply for telephone line, fax machine line, internet account, etc																							
Apply for insurance, licenses, Permits (where applicable)																							
Delivery and installation of equipment																							

Activity	WK 16	WK 15	WK 14	WK 13	WK 12	WK 11	WK 10	WK 9	WK 8	WK 7	WK 6	WK 5	WK 4	WK 3	WK 2	WK 1							Opening
																Day 7	Day 6	Day 5	Day 4	Day 3	Day 2	Day 1	
RECRUITMENT																							
Place Advertisement for key positions																							
Conduct Interviews for key positions																							
Boutique Manager Training in Singapore																							
Place Advertisement for Operations positions																							
Conduct Interviews																							
Selection & Hiring																							
Train Operations staff																							
PRE-OPENING MARKETING																							
Source for agency (PR, Design) and selection																							
Approval by Principal on the shortlisted agency (PR, Design) and plans																							
Finalise media schedule / publicity plans / designs																							
Plan for Pre-Opening Marketing Activities & Mechanics																							
Place order on marketing items, in-store collaterals																							
Send Media Invites																							
Delivery of marketing items & in store collaterals																							
Soft-Oepning																							
Media Kit Ready																							

Activity	WK 16	WK 15	WK 14	WK 13	WK 12	WK 11	WK 10	WK 9	WK 8	WK 7	WK 6	WK 5	WK 4	WK 3	WK 2	WK 1							Opening
																Day 7	Day 6	Day 5	Day 4	Day 3	Day 2	Day 1	
Soft Opening Preparation																							
Renovation Handover																							
Purchase necessary stationery																							
Prepare Outlet Forms																							
Issue Uniforms																							
Arrange product display																							
Duty Scheduling																							
Dry Run																							
1 Week to Opening																							
Finalised & Compile Media List																							
Confirmation of Opening Program																							