



## Service Launch Readiness

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### 1.1. Occupancy permit and compliance approvals

**1. Task: Secure the final occupancy permit**

*Output: Occupancy permit issued by local authorities*

**2. Task: Ensure compliance with all relevant regulations (safety, health, accessibility)**

*Output: Compliance certificates and inspection reports*

### 1.2. Operational and organizational rules

**3. Task: Develop or modify operational and organizational rules**

*Output: Finalized and approved operational manual and organizational policies*

**4. Task: Conduct a review meeting to ensure all team members understand the rules**

*Output: Meeting minutes and attendance sheets, records*

### 1.3. Staffing and training

**5. Task: Hire or assign dedicated employees for various roles**

*Output: Employment contracts and role assignments*

**6. Conduct training sessions for staff on operational procedures and customer service**

*Output: Training completion certificates and feedback forms*

### 1.4. Infrastructure and equipment readiness

**7. Task: Ensure all infrastructure is fully functional (buildings, utilities, IT systems)**

*Output: Final inspection report and IT system test results*

**8. Task: Install and test all necessary equipment (audio-visual, security, interactive displays)**

*Output: Equipment installation and functionality report*



## 1.5. Marketing and community engagement

### 9. Task: Develop and implement a marketing plan to promote the new service

*Output: Marketing materials (flyers, social media posts, press releases)*

### 10. Task: Organize a community engagement event or open house

*Output: Event plan and participation records*

## 1.6. Service content and program development

### 11. Task: Finalize the content and programs to be offered by the service

*Output: Detailed program schedules and content descriptions*

### 12. Task: Create educational and/or promotional materials

*Output: Brochures, guides, and/or educational materials*

## 1.7. Financial and Administrative Preparation

### 13. Task: Set up financial management systems (accounting, budgeting)

*Output: Financial systems setup and initial budget report*

### 14. Task: Prepare administrative support systems (HR, customer service)

*Output: Administrative systems and process documentation*

## 1.8. Final Testing and Dry Run

### 15. Task: Conduct a full dry run of the service operations (min. 2 weeks)

*Output: Dry run report and identified areas for improvement*

### 16. Task: Address any issues identified during the dry run

*Output: Post-dry run improvements and final readiness confirmation*