



NEW STORE OPENING CHECKLIST -MBO /LFR

Area	Item / Actionable	Responsible	Closing Date	Timeline	Remarks	Status				
						W1	W2	W3	W4	W5
Store Name	XYZ									
Operations	Agreement signed			T - 45	Done					
Operations	Security Cheque / BG details/Deposit			T - 30	Done					
Operations	PAN Card Copy			T - 15	Done					
Operations	Cancelled Cheque of Bank Account			T - 15	Done					
Operations	TIN Certificate			T - 15	Done					
Operations	Customer Code opening			T - 15						
HR	Manpower Hiring			T - 30						
HR	Manpower Onboarding			T - 7						
HR	Manpower Training completion			T - 2						
HR	Staff Uniform Procurement			T - 15						
Merchandise	PO & SO process									
Merchandise	Dispatch & PT file			T - Transit time						
Fitout's	Recee			T - 45						
Fitout's	Drawing approval			T - 30						
Fitout's	Fixture PO & order processing			T - 25						
Fitout's	Installation on site			T - 3						
VM	Hangers, Props & Mannequins			T - Transit time						
VM	VM Manual			T - Transit time						
Marketing	Branding Space finalisation			T - 15						
Marketing	Collateral order & dispatch			T - Transit time						
Marketing	Store Launch Planning			T -30						