

Task	Team Member	Date to Complete
Kickoff Meeting	SVC MGR, Parts MGR, Sales	Dec. 5
Parts Manager to begin compiling	Parts MGR	Dec. 6 & Ongoing
Parts Manager to begin detailing SO	Parts MGR/Appointment Coordi	Dec. 6 & Ongoing
Appointment Coordinator to establish	Appointment Coordinator	Dec. 7 & Ongoing
Weekly meeting regarding appointm	Parts MGR & SVC MGR	Ongoing
Evaluate detail department usage	SVC MGR & GM	Dec.7
Determine costs for rent/usage/utilli	GM	Dec.8
Advertise for rental space	SVC MGR	Dec.12
Complete Renovations	Contractor on site	Dec.23
Determine Accessories needed	Sales MGR	Dec.16
Order Accessories	Parts MGR	Dec.17
Build Accessory vehicles	SVC	Dec.29
Introduce area to staff	GM	Jan.3
Work accessory walk into sales proce	Sales MGR/Sales Department	Ongoing
Add to website for public viewing	Sales MGR	Jan.3
Review w/ sales Department proces	Sales MGR	Dec.7
Meet w/ sales team to discuss servi	Sales MGR/SVC MGR	Dec.8
Introduce new policy of properly d	Sales MGR	Dec.8
Monitor if anything reoccurs	SVC MGR	Ongoing
Traing to service advisors in sales ob	Sales MGR	Dec.16
Training to service advisors on benef	SVC MGR	Dec.16
Updated costs of added items	SVC MGR	Dec.16
Install pay plan adjust	GM	Dec.8
Monitor change in \$ per RO	SVC MGR/GM	Ongoing
Continued Training as needed	SVC MGR/Service Advisors	Ongoing