Work Breakdown Structure for

Emma’s Coffee Shop

**Prepared by:** Emma Eilers **Date:** January 24, 2023

1. Shop Space
   1. Budget for building or space
   2. Select location

1.2.1 Purchase/rent shop space

1. Decorate

2.1 Furniture

2.1.1 Choose design aesthetic

2.1.1.1 Find tables and chairs

2.1.1.2 Find couch(es)

2.1.1.3 Order furniture

2.2 Build and arrange furniture

2.2 Equipment

2.2.1 Research equipment

2.2.1.1 Select and order quality equipment

2.2.1.1.1 Espresso Machine

2.2.1.1.2 Coffee grinder/pot(s)

2.2.1.1.3 Fridge(s)

2.2.1.1.4 Oven

1. Menu
   1. Drinks

3.1.1 Staples

3.1.2 Specials

3.1.3 Non-caffeinated

* 1. Food

3.2.1 Pastries/Bakery

* 1. Product/Supplies

3.3.1 Create shopping list

3.3.2 Select vendor(s)

3.3.2.1 Contact vendor(s)

* + - 1. Place order(s)
  1. Create

3.4.1 Drinks

3.4.2 Bakery

1. Employment
   1. Application

4.1.1 Create

4.1.2 Post and advertise

* 1. Review

4.2.1 Respond

4.2.2 Interview

4.2.3 Hire

* 1. Train

4.3.1 Create policies

4.3.2 Teach and instill

4.3.3 Schedule