

APPENDIX F: Planning Tool in Action

Priorities:
 Critical
 Essential
 Necessary
 Required
 Desirable

Service or Business Function: Meal Preparation in Health Care Facility/Workplace **Priority:** Critical

<u>Inputs</u>	<u>Activities</u>	<u>Outputs</u>
1. raw food 2. equipment 3. tools	1. cook/assemble 2. prepare modifications 3. hold at correct temp. 4. deliver to dining room 5. plate assembly	1. balanced nutrition according to ordered diet/menu

<u>People</u>		<u>Process</u>		<u>Facilities</u>		<u>Technology</u>	
<u>Current Practice</u>	<u>Alternate Plan</u>	<u>Current Practice</u>	<u>Alternate Plan</u>	<u>Current Practice</u>	<u>Alternate Plan</u>	<u>Current Practice</u>	<u>Alternate Plan</u>
Food Service Supervisor Cook Dietary Aide Storekeeper Service Person Pot Washer Personal Service Worker		Stores retrieval Prep/cook Pan Product delivery Plate assembly Feeding assistance (Health Care only)		Freezer/fridge Stoves Hot cart Dishes, cutlery Cooking tools		Food ordered Communication of diet orders	

*Place a star beside any input items from other suppliers