**Delete This Page Before Creating Your Company’s Template**

**About This Document**

This **New Store Technology Blueprint Template** serves as a standardized guide for planning and executing the technology setup of new restaurant or retail locations. It outlines the core systems, hardware, connectivity, security protocols, timelines, and team responsibilities essential to opening a store with a reliable, scalable IT foundation.

By using this template, organizations can ensure every new location meets consistent operational and security standards from day one. It minimizes guesswork, avoids common delays, and empowers cross-functional teams — IT, operations, vendors, and store management — to collaborate with clarity and accountability.

**How to Use This Plan**

1. **Start Early:** Begin using this template as soon as a new store is confirmed. Work backward from the planned opening date to define key IT milestones and procurement deadlines.
2. **Customize Per Store:** While the structure remains standardized, complete the specific details for each new location — such as vendor choices, equipment models, assigned contacts, and site-specific needs.
3. ** Assign Ownership:** Clearly identify responsible individuals or teams for each milestone and section. Accountability is key to a smooth launch.
4. **Collaborate with Stakeholders:** Share the document with franchisees, vendors, and internal teams. Use it as a source of truth during planning meetings and update it collaboratively.
5. **Monitor Progress:** Use the checklist-style layout and status columns to track progress and flag issues early. Treat this document as a living, actionable project plan.
6. **Retain for Audit & Repeatability:** Store completed blueprints for future reference, training, and audits. Over time, refine the template to reflect lessons learned and improve efficiency across future openings.

**About SpecGravity**

**SpecGravity** is a full-service technology partner built for emerging brands in hospitality, retail, and multi-location operations. We specialize in simplifying complex

IT environments and ensuring that every new store, kiosk, or location is launched with confidence.

Our services include:

* **24/7/365 Tech Support**
* **National Rollouts & Onsite Dispatch**
* **Cybersecurity & Compliance Solutions**
* **Remote Monitoring & Automation**
* **Vendor Coordination & Procurement Management**

We’ve supported nationwide openings and tech operations for leading brands like Tim Hortons, Revlon, and Johnson & Johnson. Whether you're opening your fifth store or your fiftieth, SpecGravity gives you the tools, team, and blueprint to scale without friction.

At **SpecGravity**, we partner with fast-growing restaurant and retail brands to make new store openings smooth, repeatable, and tech-ready from day one. Our team works hand-in-hand with your operations, IT, and vendor partners to:

* Develop and manage a standardized, scalable tech stack
* Coordinate procurement, provisioning, and installation of all hardware and software
* Handle remote and onsite configuration, cabling, and testing
* Ensure every location meets security, compliance, and performance standards
* Provide launch-week support through dedicated remote teams and on-call technicians
* Set up remote monitoring so your IT team has visibility from the moment doors open

With SpecGravity, you don’t just get IT support — you get a technology rollout partner who understands the pace and complexity of multi-unit expansion.

Need Help During or After an Incident?
Reach out to our cybersecurity team at:
📧 info@specgravity.com
📞 1-844-700-4728
🌐 [www.specgravity.com](http://www.specgravity.com)

🧩 New Store Technology Blueprint Template

# 📍 Store Information

• Store Name / Location:
• Franchisee / GM Name & Contact:
• Opening Date (Target):

# 🏗️ Core Systems

|  |  |  |
| --- | --- | --- |
| System | Vendor/Version | Notes / Configuration Requirements |
| POS System |  |  |
| Guest Wi-Fi |  |  |
| Loyalty Program |  |  |
| Kitchen Display |  |  |
| Ordering Kiosks |  |  |

# 🌐 Connectivity Infrastructure

|  |  |  |
| --- | --- | --- |
| Equipment | Model / Spec | Notes / Setup Info |
| Primary Modem |  |  |
| Firewall |  |  |
| Network Switch |  |  |
| Wi-Fi Access Points |  |  |
| Failover LTE |  |  |

# 💻 Device Standards

|  |  |  |  |
| --- | --- | --- | --- |
| Device Type | Make/Model | Quantity | Setup Notes |
| Tablets |  |  |  |
| Receipt Printers |  |  |  |
| Label Printers |  |  |  |
| Payment Terminals |  |  |  |

# 🔒 Security Tools

|  |  |
| --- | --- |
| Tool / Policy | Details / Requirements |
| Endpoint Protection |  |
| Device Encryption |  |
| Firewall Rules |  |
| MFA & Access Control |  |

# 🧾 Back-of-House Applications

|  |  |  |
| --- | --- | --- |
| Tool / Platform | Access Requirements | Config Notes |
| Scheduling System |  |  |
| HR / Payroll Access |  |  |
| Reporting Dashboards |  |  |

# 📅 Store Opening IT Timeline

|  |  |  |  |
| --- | --- | --- | --- |
| Days Before Opening | Milestone | Owner | Status |
| 60 days | Site readiness (ISP, electric, cabling) |  |  |
| 45 days | Order hardware and software |  |  |
| 30 days | Provision systems, configure user accounts |  |  |
| 15 days | Onsite install or ship config'd equipment |  |  |
| 7 days | Test POS, Wi-Fi, printers, loyalty system |  |  |
| 1 day | Conduct staff tech orientation |  |  |

# 👥 Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| Role | Name/Team | Responsibilities |
| IT Lead |  |  |
| Operations Lead |  |  |
| Vendor Partners |  |  |
| Franchisee / GM |  |  |

# 🖥️ Remote Monitoring Setup

Ensure all monitoring tools are activated and configured:

- [ ] POS uptime tracking
- [ ] Network performance dashboards
- [ ] Remote update management tools
- [ ] Security alerting system

Tools in Use:
(e.g., Domotz, Auvik, ConnectWise Automate, etc.)

# 🚨 Launch Week Support Plan

|  |  |
| --- | --- |
| Element | Detail / Assigned Contact |
| Dedicated Hotline or Channel |  |
| On-Call IT Team |  |
| Troubleshooting Guide Provided |  |

# 🔐 Security Checklist

|  |  |
| --- | --- |
| Security Item | Status |
| Unique logins for all staff |  |
| Baseline firewall / access policies |  |
| MFA enabled for admin accounts |  |
| PCI DSS compliance verified |  |
| Guest data encryption configured |  |

# 📎 Attachments / Supporting Docs

• ☐ Network Diagram
• ☐ Cabling Map
• ☐ System Config Files
• ☐ Vendor Contacts Sheet