

- Key**
- ★ HC only
 - ▲ Manage Team
 - Train
 - ✗ Complete

Physical Inventory Overview



The Head Coach (HC) will need to ensure the inventory is accurately captured throughout the process



★ **4 Weeks out** Inventory email from Ops **HC Course: Inventory Plan** Complete course by End of Week Accept Meeting Invite from Ops for 2 weeks out to present your plan

★ **3 Weeks out** **Work Week**

- Create Map & Plan
- Make the Schedule
- Update Physical Inventory Plan

⓪ Need Help? Reach out to your Inventory Coordinator ASAP to schedule a pre-prep call

✗ **Map & Plan Due by End of Week**

★ **2 Weeks out** **Monday** Call with Ops to review Map & Plan **HC Course: Manage Inventory** Complete course by End of Week ✗ **Assign Inventory Scanner Course to Scan Team**

★ **1 Week out** ▲ **Tag all Fixtures to match the Store Map** **Scan Team Follow Up:** Ensure scanners complete Inventory Scanner course by End of Week ✗

- All Damages
- All Reticket Cycle Counts
- All PO related tasks
- Set store to visual merchandising standards

	Day 1	Day 2	Day 3	Day 4	Day 5
Inventory Week Inventory Leader Manage process with Daily Inventory Leader Checklist 	Meet with your Inventory Team Day 1 <ul style="list-style-type: none"> • Review your plan 		★ Complete Review Day Report <ul style="list-style-type: none"> • Submit to Ops 	Before store opens: Inventory Coordinator will close inventory after HC/DM signoff	
	▲ Bulk Items ✗ Submit Bulk to Ops		✗ Pack Inventory Kit		
	▲ Set up equipment and Scan Inventory		★ Complete Inventory Completion Checklist <ul style="list-style-type: none"> • Send to DM & Inventory Coordinator 	★ Complete Wrong Team Report <ul style="list-style-type: none"> • Submit to Ops 	
	★ Audit Fixtures			▲ PIE Variance Cycle Counts	
	✗ Daily Inventory Leader Checklist <ul style="list-style-type: none"> • Send to Inventory Coordinator each night 				✗ Inventory Clean up