PrimeroEdge Menu Planning & Production

Implementation Overview - State Solutions

General Information

PrimeroEdge Menu Planning and Production modules are USDA-approved for nutrient analysis to meet school meal program requirements offering School Food Authorities (SFAs) real-time tools that provide compliance feedback, remote monitoring, and overall process efficiency. The menu nutrient analysis features will help ensure your menus are compliant with USDA guidelines, even as regulations change. Production Records are prefilled with menus you create, so users only need to enter meal count information. All menu information and production records are saved in the 100% web-based platform and are ready for use to assist the successful navigation of each school year.

The implementation goal is getting the district comfortable using PrimeroEdge for completing menu planning and production processes. These processes include managing ingredients, recipes, menu items, menus, menu cycles, and completing production records.

At the end of the implementation process, districts will be transitioned to the PrimeroEdge Customer Care team who will be available to provide continued support for the duration of the district's use of the software.

Required Implementation Materials

- **District Holiday Schedule** – A list of days in the upcoming/current school year when classes are not in session and meals will not be served.
- **Menu** – Choose one (1) week of meals from an actual menu served within the district. This can be either from the National School Lunch Program (NSLP) or from the School Breakfast Program (SBP).
- **Recipes** – All recipes regardless of complexity that make up the week of meals from the menu chosen.
- **Ingredients** – All USDA approved documentation for the ingredients used in the recipes.

Suggested Implementation Schedule

Week #	Training Topic	Homework
Week 1 & 2	Kick-Off Call & Configuration Training	Complete Configuration
Week 3	Ingredients Training	Enter Ingredients
Week 4	Recipes & Menu Item Training	Enter Recipes
Week 5 & 6		Continue to enter Ingredients & Recipes
Week 7	Menus & Menu Cycles Training	Build Menus & Menu Cycles
Week 8		Assign Menu Cycles
Week 9	Production Process Training	Complete Production Plan
Week 10		Complete Production Record
Week 11	Go- Live & Transition to Customer Care	