

EXECUTION EFFICIENCY & RISK DECISION MATRIX

A Strategic Assessment Tool for Restaurant Surprise Planners

"Sincerity doesn't mean doing everything yourself. True sincerity is ensuring the surprise unfolds perfectly on the night, not encountering technical failures at critical moments."

Usage Guide

1. **List Tasks:** List all your execution tasks (e.g., video editing, seating chart design, buying props, etc.).
2. **Score Matrix:** For each task, score it in the matrix on page two (1-5 points).
3. **Define Strategy:** Based on the final score, decide your "delegation" strategy.

DESIGNED FOR PROFESSIONAL PLANNERS

FOCUS ON THE EXPERIENCE, NOT THE DETAILS.

Core Tool — Three-Dimensional Assessment Matrix

Dimension A: Technical Barrier

1 point: I have professional tools and can do it with my eyes closed.

5 points: I need to learn software from scratch and am uncertain if the output format is compatible.

Dimension B: Time

Cost

1 point: Takes me less than 30 minutes.

5 points: Takes more than 10 hours of my rest/work time.

Dimension C: Failure Impact

1 point: No big deal if messed up, just a small decoration.

5 points: This is the core of the entire ceremony; failure turns surprise into awkwardness.

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Diagnostic Conclusions & Risk Mitigation

Recommendations



Zone 1: 3 - 7 Points [DIY Sincerity Zone]

- **Conclusion:** Extremely low risk, moderate difficulty.
- **Recommendation:** Do it yourself. This is a great opportunity to show your personal touch.
- **Typical Tasks:** Writing handwritten letters, selecting gift wrapping, preparing outfit for the evening.



Zone 2: 8 - 11 Points [Caution Transition Zone]

- **Conclusion:** Execution risk exists and very time-consuming.
- **Recommendation:** Seek "semi-finished products" or professional templates.
- **Typical Tasks:** Finding background music, simple prop purchases, initial restaurant communication.



Zone 3: 12 - 15 Points [Professional Outsourcing Zone]

- **Conclusion:** **EXTREMELY HIGH RISK!** Any negligence will cause the entire plan to collapse.
- **Recommendation:** Immediately delegate to professionals. Don't challenge someone's professional expertise with your amateur hobby.
- **Typical Tasks:** Industrial-grade seating chart design, multimedia video production, complex audio-visual-lighting coordination.

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