General Principles for Writing Time Plan

* Should include the following:
* Name of dishes chosen
* Reasons for choice
* Order of work
* Timing
* Group similar jobs together such as washing and preparation of ingredients, seasoning of ingredients, cooking process and serving of food
* Prepare and cook food which requires more preparation time, such as stewing, chilling in refrigerator, long baking time
* Include in-between washing up and tidying time (at least twice)
* Different dishes should be ready at almost the same time.
* Include final washing up and tidying time

Example

Meal Planning Task:

Prepare, cook and serve an attractive three-course dinner to celebrate your parents’ wedding anniversary

Dishes Chosen:

* Cream of Lobster Soup with Croutons
* Stuffed Beef Rolls with Assorted Mushrooms served with Mashed Potatoes
* Heart-shaped Angel Cake with Chocolate Icing and Rose Petals

Reason for Choice:

* Lobster is a luxurious ingredient which is suitable for special events such as celebration. Cream of Lobster Soup is suitable for middle-aged parents as lobster is rich is protein but low in fat, vegetables used such as onion, carrot, celery are rich in dietary fibre.
* Stuffed Beef Roll is a signature dish to recall their memory. Beef provides sufficient protein, vitamins and minerals such as Vitamin B and iron. The assorted mushrooms provide dietary fibre, vitamins and minerals. Mashed Potatoes contains good amount of carbohydrate which provides sufficient energy value to the meal.
* Heart-shaped Angel Cake shows a symbolic meaning of love and romance. Egg white is used in Angel cake instead of whole egg which reduces the amount of cholesterol and fatty acids of the cake. The dark chocolate of the icing is a good source of antioxidants and could reduce the possibility of heart attack.

| Time | Order of Work |
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| 10 mins | **Food Preparation**  Angel Cake   * Preheat oven at 160°C   Cream of Lobster Soup   * Wash, clean and prepare onion, carrot and celery * Wash, dry and prepare lobster meat   Stuffed Beef Rolls   * Clean and prepare mushrooms and potatoes * Wash and dry mini steak |
|  | In-between tidying up |
| 30 mins | **Food Processing (I)**  Stuffed Beef Rolls   * Boil potatoes until soft   Angel Cake   * Prepare the cake mixture * Bake cake in oven at 160°C for 35 minutes   Cream of Lobster Soup   * Sauté vegetables in melted butter, add fish stock and cook until vegetables become soft   Stuffed Beef Rolls   * Stuff mini steak with mushroom |
|  | In-between washing up |
| 30 mins | **Food Processing (II)**  Stuffed Beef Rolls   * Prepare sauce * Shallow fry beef rolls until golden brown on both sides. Dish up and keep warm * Prepare mashed potatoes. Keep warm.   Angel Cake   * Cool cake on wire rack * Prepare chocolate icing   Cream of Lobster Soup   * Bake bread in oven for 15 minutes * Add lobster and bring to the boil * Season with salt and pepper |
|  | In-between washing up |

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| 10 mins | **Food Processing (III)**  Angel Cake   * Coat cake with chocolate icing   Stuffed Beef Rolls   * Cook sauce, season with salt and pepper * Spoon sauce over beef rolls   Cream of Lobster Soup   * Add lobster and bring to the boil * Season with salt and pepper * Cut baked bread into cubes |
| 10 mins | **Serving**  Cream of Lobster Soup   * Spoon cream on top of soup and serve with croutons   Stuffed Beef Rolls   * Serve beef rolls with a scoop of mashed potatoes * Garnish with parsley   Angel Cake   * Decorate cake with rose petals |
| 10 mins | Final washing-up |