

PROJECT MANAGEMENT PLAN



Enhancing Employment Experience

BMSW5104

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Project Name Linlife



- **Project Aim:**
Improve employee work experience and performance at Linlife by addressing two aspects that impact the workplace environment.

- **Objectives:**
 - Objective 1: Provide onsite catering.
 - Objective 2: Promote a healthy lifestyle among employees.

- **Expected Outcomes**
 - Improved employee well-being and satisfaction.
 - Heightened employee productivity and engagement.
 - Reduced lunchtime congestion issues.
 - Elevated employee retention and recruitment rates.
 - Improved overall employee health and well-being.
 - Reduction in absenteeism rates.
 - Enhanced corporate social responsibility (CSR) image.

Objective 1:

Provision of Onsite Lunch Solutions

- Onsite Services Implementation: Onsite cafeteria and food truck setup.
- Catering Services Collaboration: External catering partnerships.
- Flexible Schedules Introduction: Varied lunchtime schedules for different departments.
- Onsite Dining Promotion: Employee encouragement and incentives.
- Monitoring and Feedback Mechanism: Continuous evaluation and adaptation per employee feedback and participation rates.



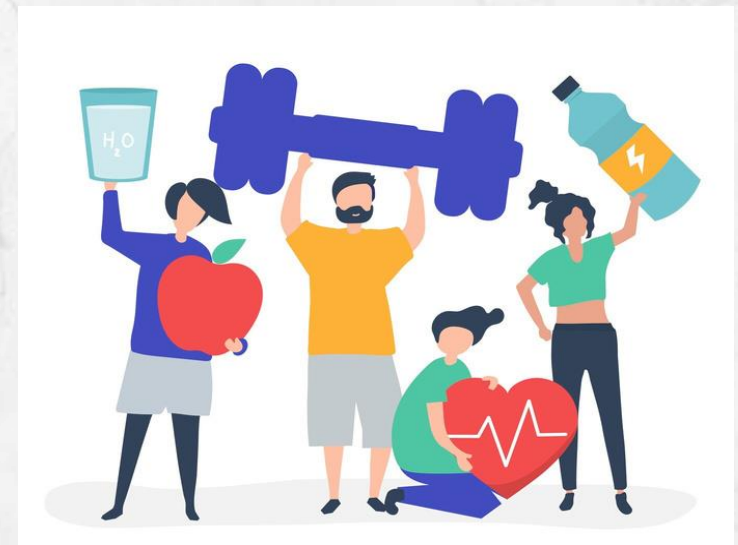
	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	JUL 2024	SEPT 2024	ONGO ING
Inflation Planning - Assess available space. - Research and sign contracts with vendors. - Develop initial design and layout plans.									
Execution and Setup - Initiate infrastructure setup. - Develop menus. - Devise lunchtime schedules for different departments. - Gather preliminary employee feedback.									
Implementation and Finalization - Complete setup of the onsite cafeteria and food truck. - Formalize lunchtime schedules across different departments. - Commence promotion campaigns to encourage employee utilization of the onsite dining facilities.									
Monitoring and Adjustment - Implement a continuous monitoring and feedback mechanism. - Adjust and refine menu offerings. - Consistently gather and analyze feedback									

Objective 2:

Promoting Employee Health and Wellness



- **Employee Health Monitoring:** Periodic health assessments from professionals.
- **Health and Wellbeing Education:** Educational sessions on nutrition, exercise, and mental health.
- **Ergonomic Workplace Enhancement:** Enhancement of workplace ergonomics to reduce physical strain.
- **Mental Health Support Programs:** Introduction of counseling services and stress management workshops.
- **Fitness Programs:** Provision of gym memberships and onsite exercise options.
- **Fitness Challenges:** Initiatives encouraging employee engagement in physical exercises



Objective 2: Project Timeline

	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	JUL 2024	AUG 2024	SEPT 2024	OCT 2024	ONGO ING
Inflation Planning - Identify regulatory health standards. - Research and sign contracts with health and wellness providers. - Design ergonomic enhancements and mental health support programs.											
Execution and Setup - Implement periodic health assessments. - Create tailored health education workshops. - Enhance workplace ergonomics and introduce mental health support services. - Provide gym memberships and onsite exercise options.											
Implementation and Finalization - Finalize health activities schedules. - Promote mental health support programs. - Initiate fitness programs and challenges											
Monitoring and Adjustment - Implement a continuous monitoring and feedback mechanism. - Adjust and refine health offerings. - Consistently gather and analyze feedback											

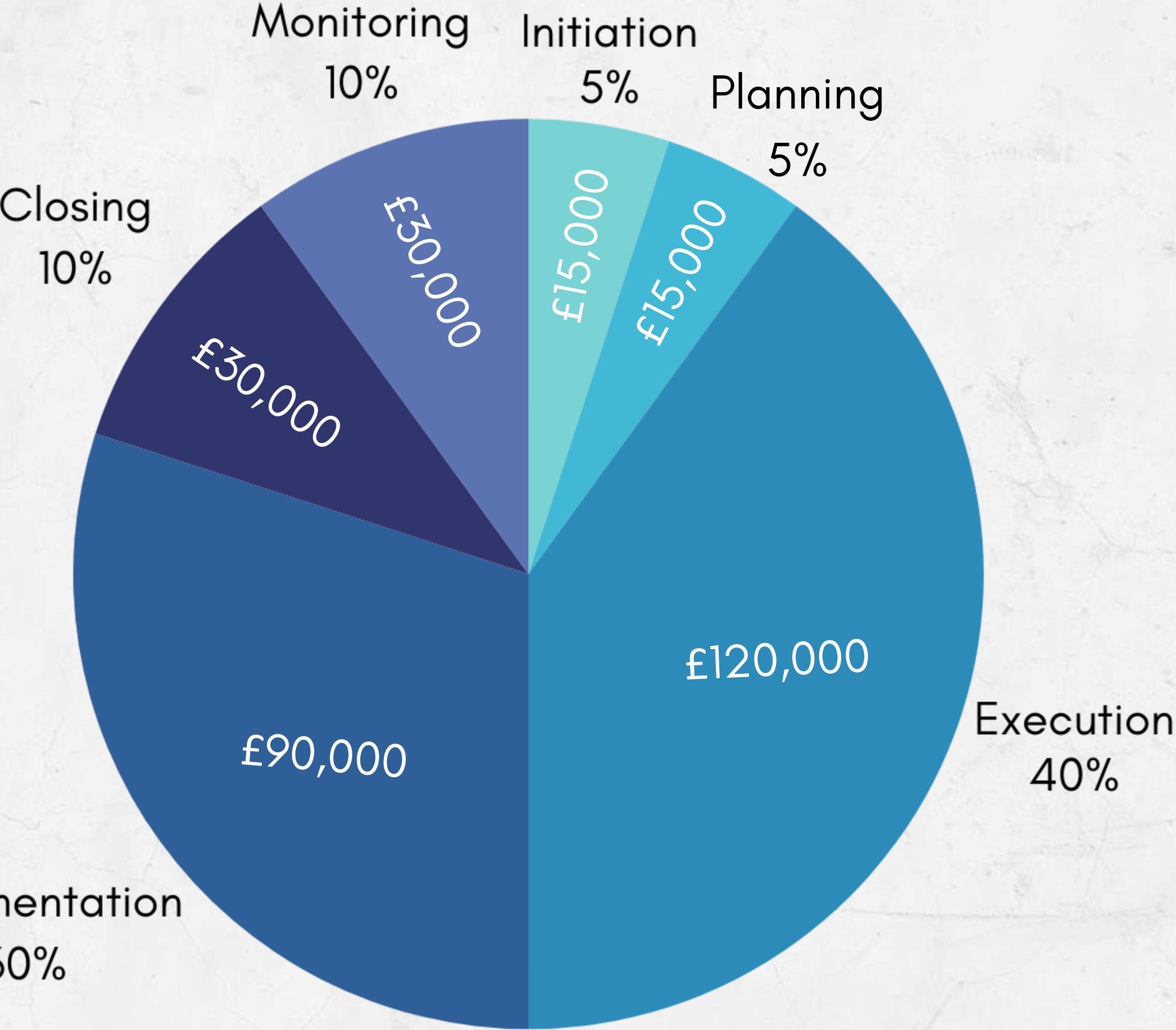
Stakeholder Analysis

Stakeholder	Interest/Concern	Influence/Power	Engagement Strategy
Senior Management	High	High	Regular updates and detailed reports on project process.
Employee	High	High	Regular feedback gathering, involvement in plan implementation.
Local Community	Low	Low	Communication on project impact and potential benefits.
Vendors/Service Provider	Medium	High	Clear and continuous communication on project needs and chnages.
Regulatory Authorities	Low	Medium	Strict adherence to regulatory standards, timely compliance.
HR and Fitness and Healthcare Team	Medium	High	Active participation in program execution and regular feedback collection.

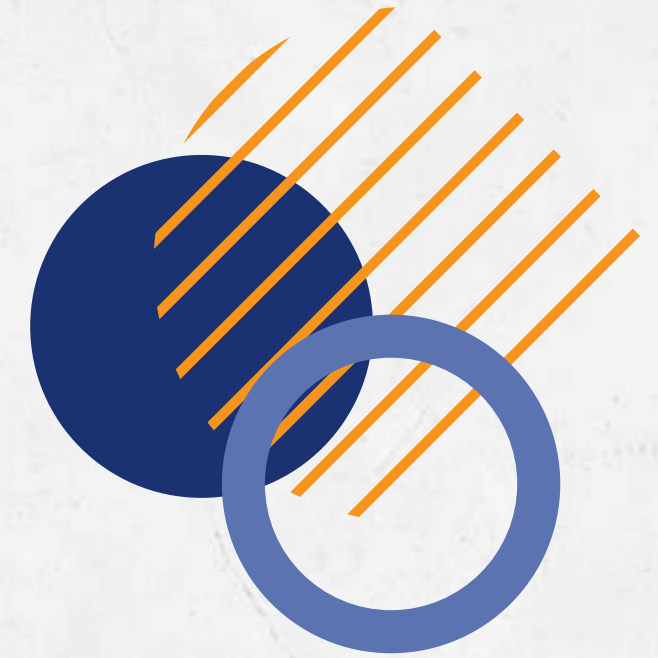
Budget Distribution

£300,000

Phase	%	Amount
Initiation	5%	£15,000
Planning	5%	£15,000
Execution	40%	£120,000
Implementation	30%	£90,000
Closing	10%	£30,000
Monitoring	10%	£30,000



Project Assumptions



- **Availability of Necessary Resources**
Support: Prior research; budget and resource planning.
- **Employee Participation**
Support: Research into similar initiatives; initial employee feedback and engagement surveys.
- **Vendor Reliability**
Support: Careful selection of vendors; contractual binding.
- **Effectiveness of Programs**
Support: Selection of qualified specialists.
- **Achievement of Expected Outcomes**
Support: Consistent Academic Research Findings (Kalliath and Kalliath, 2012; Haddon, 2018; Krekel, War and De Neve, 2019).

1 Risk: Operational Disruption due to Vendor and External Services Unreliability	2 Risk: Resistance or lack of employee engagement	3 Risk: Shortage of funds	4 Risk: Potential technology breakdown or infrastructure failures.
Risk Mitigation Strategies: • Maintain multiple vendor options as backups and establish clear contractual agreements • Regularly assess vendor performance • Establish contingency plans	Risk Mitigation Strategies • Implement comprehensive employee communication and engagement strategies • Conduct regular feedback sessions. • Provide incentives or rewards.	Risk Mitigation Strategies: • Regularly review and re-evaluate the budget • Ensure a contingency fund for unforeseen expenses. • Implement a stringent cost control and monitoring system	Risk Mitigation Strategies: • Conduct regular maintenance and quality checks • Implement redundancy measures • Establish strategies for rapid troubleshooting and maintenance support

Achieving Effective Communication in the Project

01

**Development of a
Communication Plan**

02

**Regular Project Updates
and Team Meetings**

03

**Openness to Feedback
and Criticism**

04

Active Listening

05

**Usage of Collaboration
Tools**

06

Respectful Demeanor

Conclusion

1

Employee Well-being and Satisfaction

- Achieve a 25% increase in the Employee Satisfaction Index.
- Receive a minimum of 85% positive employee feedback.

2

Employee Productivity and Engagement

- Attain a 20% improvement in KPI.
- Increase employee engagement scores by at least 25%.

3

Lunchtime Congestion Reduction

- Reduce local area congestion during lunch breaks by of 35%

4

Employee Retention and Recruitment

- Achieve a 10% reduction in annual employee turnover rates.

5

Overall Employee Health and Well-being

- Diminish absenteeism rates due to health-related issues by 15%.

6

Enhanced Corporate Social Responsibility (CSR) Image

- Receive positive feedback and recognition from at least three external stakeholders or CSR assessment organization.

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