



Project management

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Module code:BMSW5104

Module title: Managing Projects in the Organisation

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Introduction



- The "Project Happy Life, Better Work " is a 6-months initiative that aims to improve the health and wellbeing of Megan's' staff and enhance the restaurant's atmosphere.



- This project is significant to Megans because it recognizes that the health and wellness of the staff is essential for delivering a positive customer experience and building a successful business.



- Objectives of the project include promoting healthy habits and lifestyles for staff, cultivating a positive work environment and team spirit, and enhancing staff productivity and performance.

Happy life, better work

Aims

- Promote healthy habits and lifestyles for staff
- Cultivate a positive work environment and team spirit
- Enhance staff productivity and performance
- Reduce staff absenteeism
- Enhance staff retention



Initiation project

Scope

- The project will focus on all staff members at Megan's Restaurants and will include workshops with nutritionists and other experts to provide staff with the knowledge and skills needed to maintain healthy habits and lifestyles both inside and outside of work.
- Creating a Culture of Health

Deliverables

Employee Wellness Programs

Work-Life Balance Policies

Training and Development:

Improved Communication Channels:

Enhanced Employee Recognition Programs

Improved Physical Work Environment:

Team-Building Activities:

Employee Feedback and Engagement Mechanisms:

Evaluation and Performance Tracking



Stakeholders' analysis

1. Employees: front-line and support staff who will be directly affected by the project, including changes to their work schedules, responsibilities, and work environment.

2. Customers: regular customers who may be interested in the project outcome, as it may affect their experience at the restaurant.

3. Owners and managers: the individuals in charge of the restaurant, who will be responsible for implementing and overseeing the project.

4. Suppliers: the companies that provide equipment and food items to the restaurant, which may be impacted by the project.

5. Local community: as an integral part of the community, the project may have an impact on the local community's perception of and relationships with Megan's Restaurant.

Project Planning

Definition of the project planning

- Project planning refers to the discipline to complete the project.
- There is the use of a certain timeframe for the development of the project.
- Project planning is divided with some steps that are included with measurable objectives, identification of the deliverables and scheduling (Haass and Azizi, 2020).



(Araújo et al. 2022)

Importance of the project planning

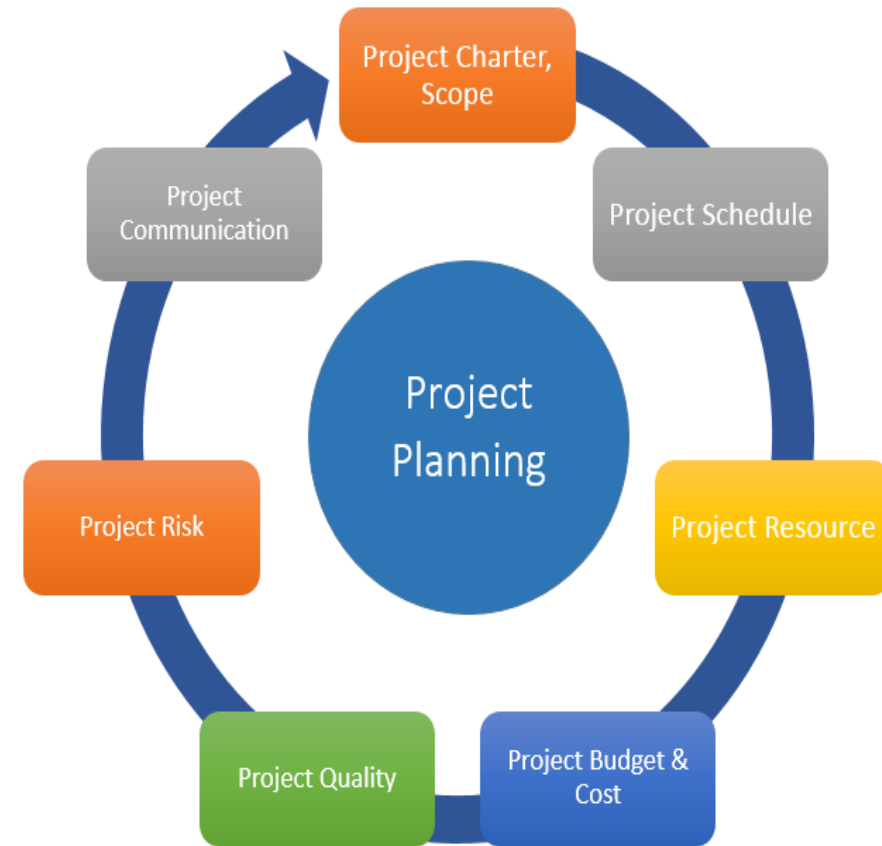
Project planning is an important area to develop consumer satisfaction of Megan.

Project planning has a major contribution towards the assessments of the risks within the project (Araújo *et al.* 2022).

Through the development of the project “Happy life, better work”, there is the importance of the supportive work activity from the staff.

The development of the project life cycle is an important area for the development of the operations of the chosen project.

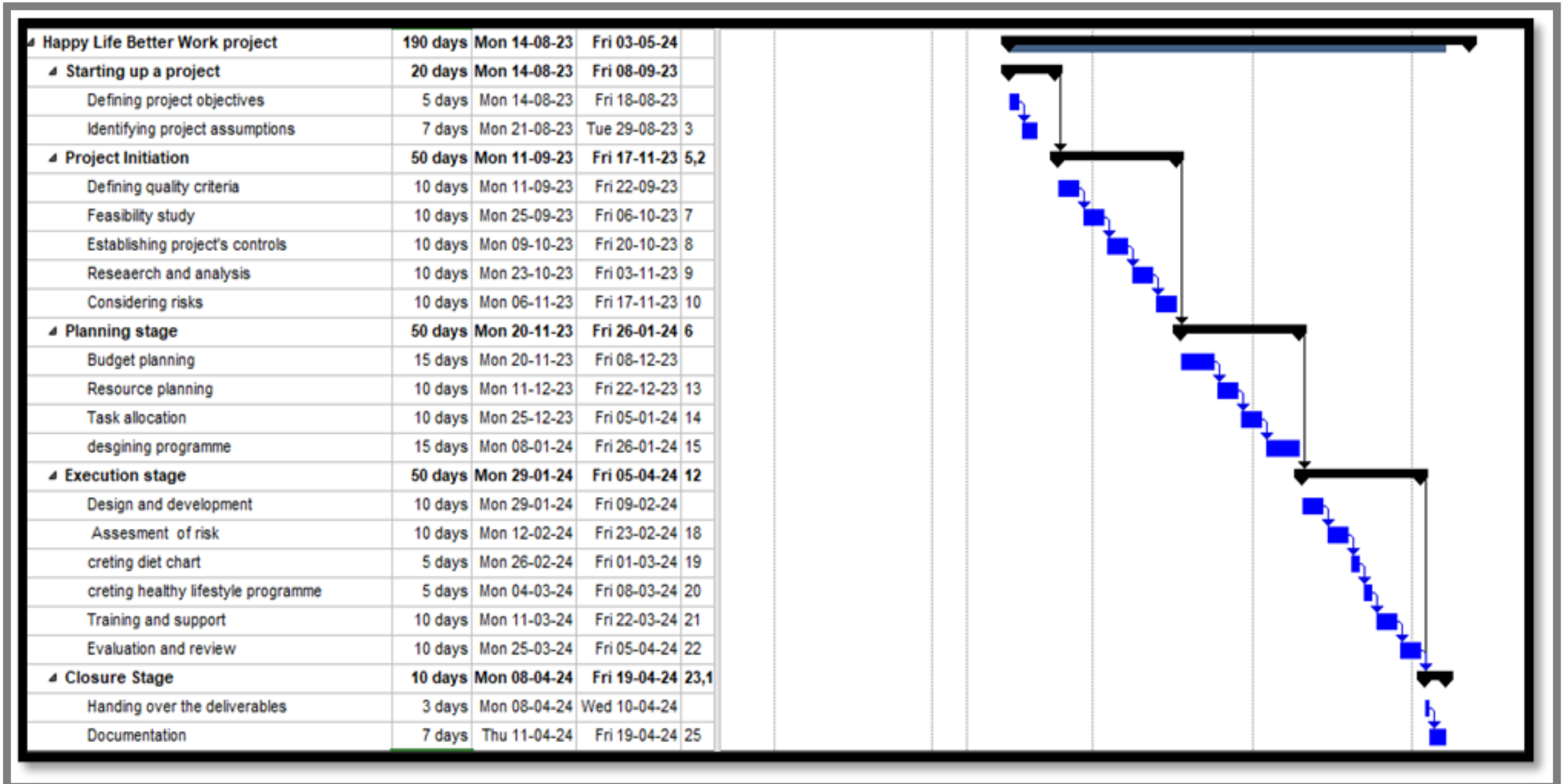
There is the importance of the nutrition advice and health assessment to develop the project.



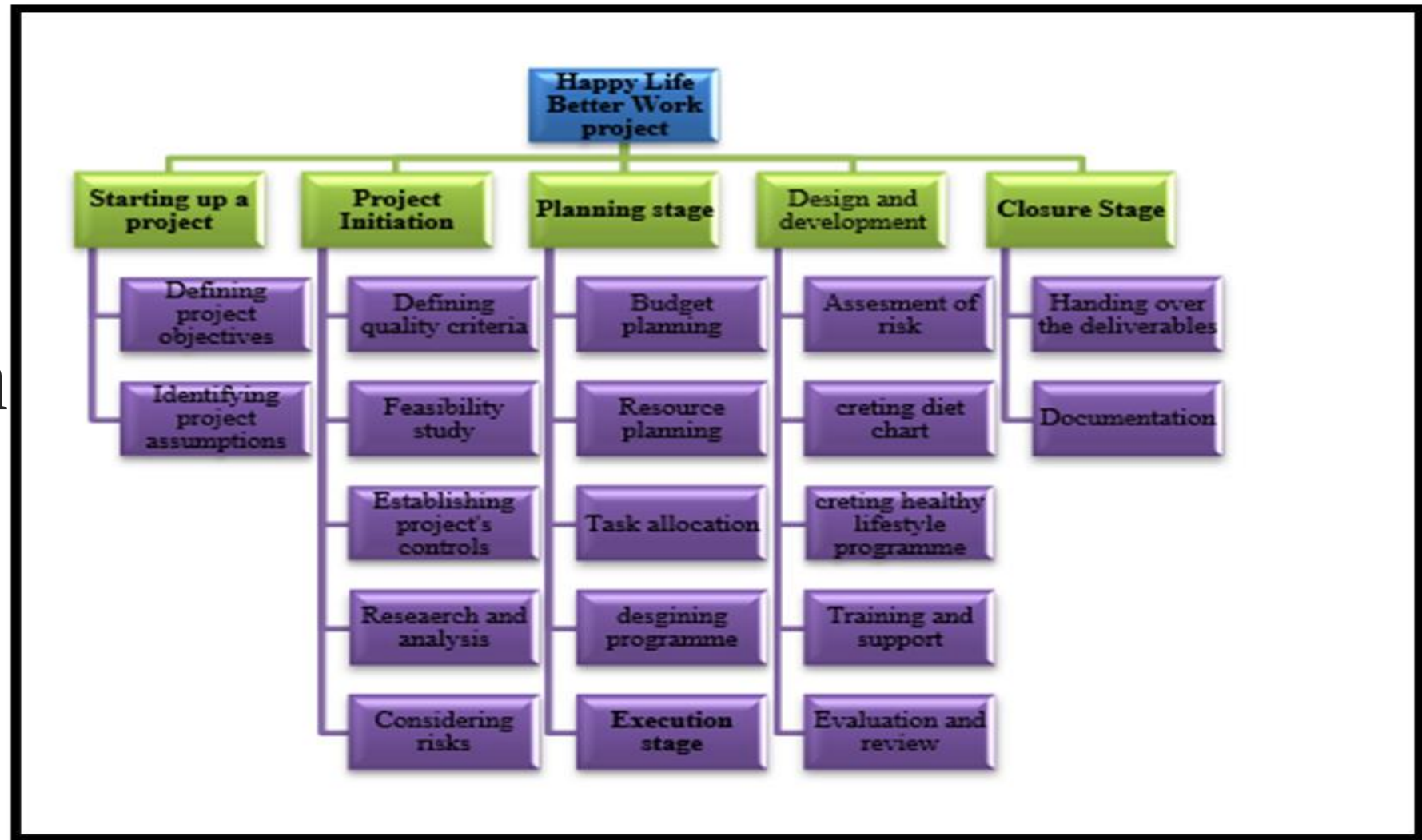
(Haass and Azizi, 2020)

Gantt Chart

•Source: (self-developed)



Work Breakdown Structure



Source: (self-developed)

Project Execution

Definition of Project Execution

- Project execution is the stage where everything of the time is planned for developing the action (Kaup et al. 2022).
- This is the third stage of the project life cycle framework.
- Project execution is the stage where the activities of the work are performed.
 - Happy Life Better Work project will be executed by following the planning process.



(Hromádka et al. 2020)

Importance of the project execution

Planning for the project execution is helpful for trusting each other in the team.

The development of the project execution is helpful for promoting the team culture in the organization.

Problem-solving is one of the major areas that is developed with this stage.

This stage in the project has the responsibility towards the development of positive culture within the workplace.

Clear goals and vision will be used to support the growth of the project.



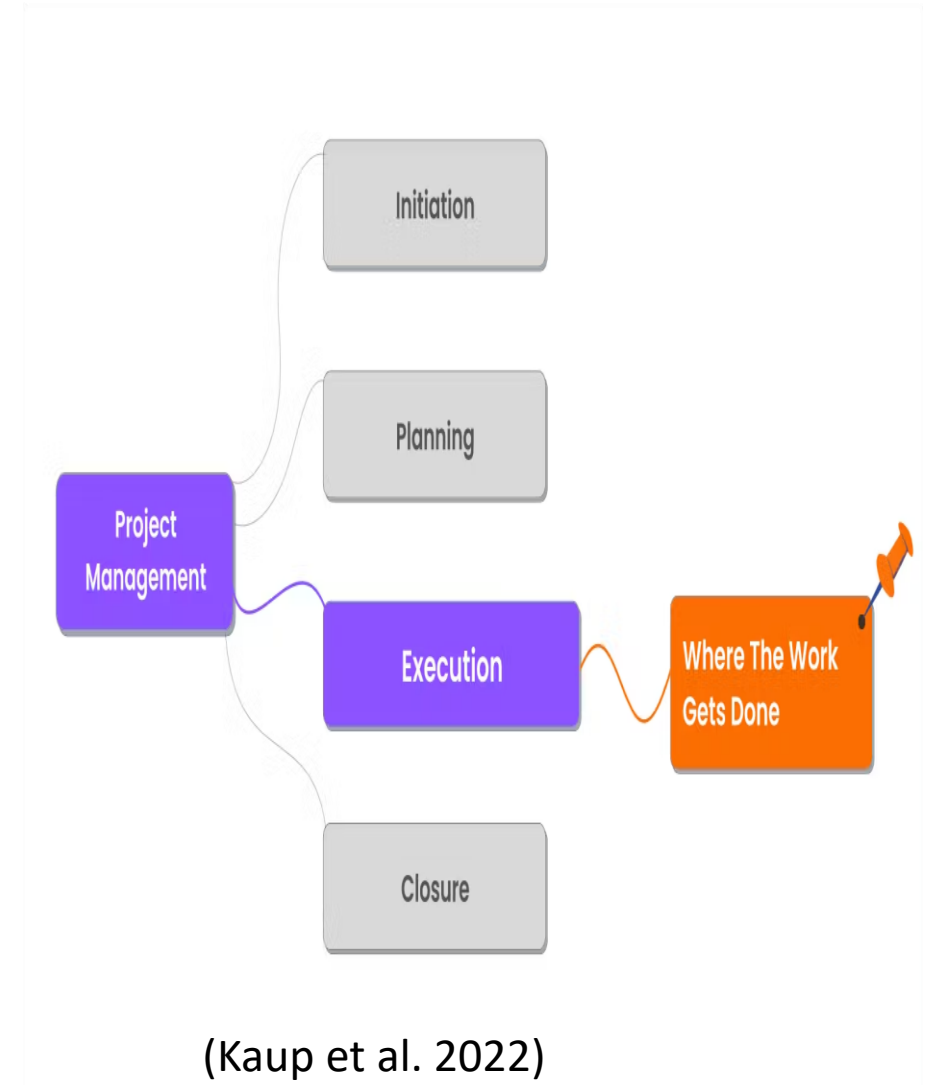
(Hromádka et al. 2020)

Budget

Work package	Cost
Hiring nutritional advisor	£295.00
Team empowerment	£2500.00
Team building workshop	£405.00
Mindset improvement workshop	£500.05
Materials and Handouts	£2500.00
Rewards	£1089.00
Catering cost	£2047.05

Risk management

- There can be the concern regarding the limitations of the proper funds for the development of the project.
- There is also a major risk regarding any type of the emergency that leads to the major areas of the risks related to the project management.
- Issues of the communication can make a major threat regarding the management of the tasks in the project



Project Closure

Need to take these 5 steps during closing a project. By following this quick and easy guide to project closure steps you're building a stronger future for yourself, your team, and your organization, Each project closure phase helps to create an organizational culture, [\(Boston, 2023\)](#).

Tie Up Loose Ends -

Make sure everything is in order. Workers are properly paid, and paperwork is completed, [\(Boston, 2023\)](#).

Project Closure Meeting -

The Project Manager should schedule a Project Closure Meeting with the entire Project Team. Point to be discuss -

- Did we complete all the objectives in this project?

- Has this been communicated to all project stakeholders?

- What follow up work will be required of future projects?

- What lessons did we learn from this project?

- Consider what you've done, how you've done it, and what you've learned now that the project is complete.

- Does the project team know that their hard work was appreciated? [\(Boston, 2023\)](#).

Project Closure Report -

After the Project Closure Meeting the Project Manager must produce a Project Closure Report which Measures how closely the project met customer needs. Also

- Identifies what worked well on the project and what needs improvement

- Documents any deferent from the original plan and identify causes

- Opportunity and Methods for improvement

- Management system, [\(Boston, 2023\)](#).

Approvals -

A project is officially completed when the Project Closure Report is accepted and approved by the Project Sponsor(s) and stakeholders. The approval of this document prove that all the project deliverables are completed, reviewed and accepted, [\(Boston, 2023\)](#).

People Phase -

Take the time to find what you've achieved as a team. You've come to know the team well and need to maintain a good relationship with the team.

Remember, the team made the project deliverables possible, and recognizing team efforts and emotional closure of project will leave everyone feeling good and ready to move on, [\(Boston, 2023\)](#).

Conclusion

The Happy Life Work Better project aims to create a fantastic work environment where our restaurant staff is motivated, healthy, and supported in their personal and professional growth. By offering health advice and conducting mindset improvement workshops, we create a culture of well-being and positivity that will benefit not only our employees but also our restaurant's success. Together, we make a journey towards a happier and enjoyable work-life experience.

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