

MANAGING PROJECTS IN THE ORGANISATION

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Introduction

Froster Cross PLC, a forward-thinking and inventive business, is making efforts to improve the working environment for its staff by establishing an inside canteen on its property. This program intends to give workers an easy and relaxing location to eat and rest as part of their dedication to building a positive atmosphere at work. Froster Cross PLC shows its commitment to fostering worker well-being, fostering social relationships, and building an improved work culture by contributing to this project. This innovative project is a reflection of Froster Cross PLC's forward-thinking philosophy and commitment to constantly enhancing the working environment for its cherished workforce.

A basic project outline / description / scope based on the project

The project involves building a contemporary indoor canteen on the property of Froster Cross PLC to serve the dining requirements of its staff. The canteen promises to offer a wide selection of food, cozy seating, and an inviting atmosphere to promote conversation and relaxation. Planning the floor plan, choosing the furniture, hiring caterers, and assuring adherence to sanitation and safety regulations are all included in the project's scope (Lock, 2020). The project intends to increase employee satisfaction, promote conversations, and support a more unified corporate culture. The goal of this project is to improve staff satisfaction, and Froster Cross PLC is dedicated to doing so.

Stakeholder analysis

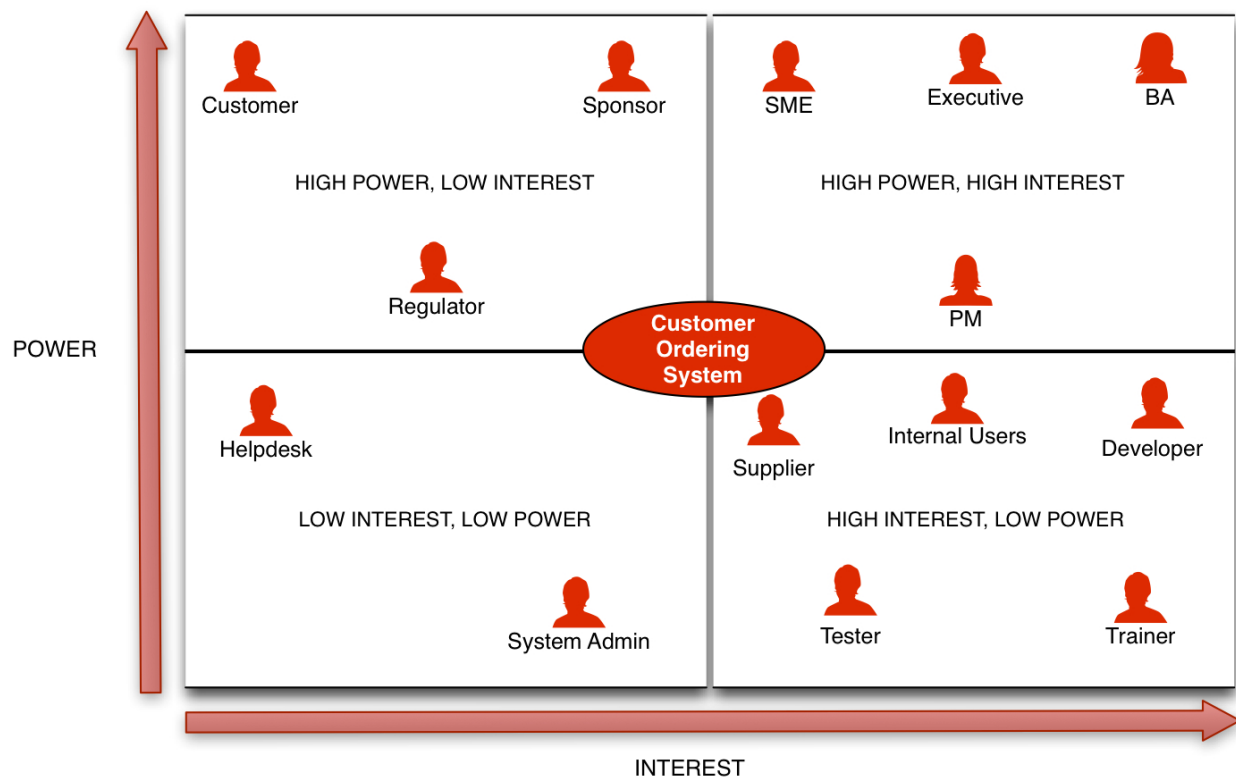


Figure 1: Stakeholder Analysis

(Excel)

An examination of the project's stakeholders for Froster PLC's new internal canteen uncovers a variety of people and organizations with varied degrees of involvement and impact over the final outcome of the project. It is essential for successful undertaking administration and execution to comprehend all of these stakeholders.

Stakeholders	Nature	Significance
Employees	Internal	The indoor canteen's major customers are staff members. The project's accomplishment immediately affects their regular work

		schedules and general well-being, so they have a strong stake in it. The project's ability to succeed in promoting an enjoyable workplace will be determined by their happiness with the canteen's amenities, cuisine, and availability.
<i>Management and Executives</i>	Internal	• The administration group is committed to raising employee contentment and output. In order to improve the business's standing and keep brilliant employees, they have a keen stake in the project's success. Their sway over decision-makers and funding decisions is significant (Melton et al., 2019).
<i>Investors and Shareholders</i>	Internal	• The investors might not feel immediately

		impacted by the the cafeteria, but they are nonetheless committed to programs that enhance the workplace environment and employee satisfaction. The achievement of a mission could, inadvertently, result in higher return on investment.
<i>Catering services</i>	External	• The chosen catering companies have a stake in how the endeavour turns out. The calibre of the services provided at the canteen affects both its image and income. To guarantee a smooth functioning, collaboration with them when interacting is crucial.
<i>Local authorities and Regulations</i>	External	• Due to rules governing safety and security, obtaining building licenses, and meeting

		compliance criteria, governing bodies and local governments have a big impact on the project. The project's successful completion relies on adherence to these rules.
Neighborhood community and businesses	External	• The canteen may have an influence on the nearby companies and belonging, thereby especially in terms of noise, congestion, and heightened activity. For the project to be successful in the long run, it is crucial to address their issues and keep good relations.
<i>HR department</i>	Internal	• HR specialists want to participate in programs that support staff involvement and well-being. They assist in informing staff members of the

		advantages of the canteen and handling any adjustments to the working environment (Armenia et al., 2019).
<i>Facility management</i>	Internal	• The canteen's physical structures must adhere to strict safety and performance guidelines, which are the responsibility of the amenities and staff. Their participation is essential for facility upkeep and project supervision.
<i>Employee Union and Association</i>	External	• If existing, such groups might have a stake in making sure the canteen complies with labour laws and employees' demands. Early interaction together can assist in addressing any issues and gaining support.
<i>Competitors</i>	External	• Competitor companies would be curious to see how Froster Cross

		PLC's project affects its workforce and workplace. The canteen's accomplishment might serve as a model for similar programs in the sector.
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Table 1: Stakeholder Analysis
(Self-created)

A typical Work Breakdown Structure (WBS)

Project Initiation • Set project targets and objectives. • Identify the important parties. • Define the roles and duties of the assignment team.	Work Breakdown Structure for Froster Cross PLC	Launch and Operation • Open the internal canteen formally. • Keep an eye on the early procedures and fix any problems. • Gather regular input from the workforce.
Planning and Design • Do an feasibility study • Identify the project's needs and boundaries. • Design for the interior of the canteen. • Decide on catering companies. • Obtain all required	Quality assurance • Perform quality inspections on connections and installation • Make sure that the rules for health and security are followed. • Examine the	Stakeholder engagement • Every step of the project's stages keeps in touch with diverse stakeholders. • Address issues and keep a favourable relationship with the public, staff, and

approvals and permits.	agreements as well as contracts for catering services (Alzoubi, 2022).	institutions.
Procurement • Purchase furniture, tools, and cooking materials. • Food services on contract basis. • Resources for interior and architecture design.	Testing and Launch • Machinery and amenities for test kitchens • Perform testing of catering services • Elicit input on the cuisine and amenities from the staff	Project Closure • Make sure that every project deliverable is met. • Final checks and verification are complete. • Appreciate the indoor canteen's auspicious opening.
Construction and Setup • Set up the development site in the canteen. • Remodel or otherwise alter the defined area. • Install furnishings, accessories, and kitchenware. • Install amenities including seating places (Nicholas and Steyn, 2020).	Communication and Training • Tell the staff about the assignment to build a canteen. • Train the personnel and companies offering services in the canteen.	Continuous Advancement • Analyze and modify the menu options in response to comments. • constantly evaluate and improve canteen facilities. • Conduct changes in response to employee feedback.

Table 2: WBS for Froster Cross PLC

(Self-created)

This WBS offers a logical arrangement of the project's elements from start to finish, enabling Froster PLC's indoor cafeteria project to be planned, coordinated, and managed effectively.

A decent draft of costs/resources use

Resources	Cost
Project Manager	Stakeholder Communication budget \$100 Budget for Menu Adjustments and Facility Upgrades \$200 Training Budget \$17
Project team, interior designer	Feasibility study budget \$120 Budget for Documentation and Celebration Event \$155
Procurement and Construction Team	Budget for Furnishings, Equipment, Materials \$167

Table 3: Budget Plan

(Self-created)

Setting up, layout, equipment purchase, food services, staff education, quality control, and regular operations will all necessitate financial support for this endeavour. To ensure the project's accomplishment and connection with Froster PLC's goals of improving the employee experience via its indoor canteen responsibility, careful budgeting and utilization of resources will be necessary.

Consideration of resources

Resource allocation is essential for the indoor canteen development at Froster PLC because it guarantees successful completion and outcomes. Resources include aspects that are time, money, material, and human-related that help a project get done.

Human Resources: For different stages of the project, it is essential to assign qualified employees such as project supervisors, architects, building workers, caterers, and communications teams. The knowledge and availability of each group must match the demands of the project (Jovanovic and Beric, 2018).

Economic Resources: It's crucial to include enough money in the budget for building, interior design, the purchase of tools and materials, food service, quality assurance, and continuous operations. The venture's financial viability will be ensured by tracking expenditures and controlling the allocated funds.

Resource Materials: To create a practical and enticing canteen setting, high-quality materials for building, furnishings, kitchen appliances, and fixtures must be sourced. To prevent delays, it is essential to choose the right components and hand over them on time.

Time Resources: It's critical to establish realistic deadlines for every stage of the job, involving arranging, designing, building, testing, and launch (Shenhar et al., 2018). The project will advance smoothly and finish by the set timeframes if time management is done well.

Communication Resources: Successful interaction resources are needed to interact with stakeholders, workers, local government officials, and community people. Cooperation is encouraged and expectations are managed by frequent and open communication.

The indoor cafeteria project will be more successful overall if these investments are balanced effectively while taking the project scope, targets, and customer requirements into account. This will improve the work atmosphere and satisfaction among workers at Froster Cross PLC. Ample training materials for catering as well as canteen workers ensure that company activities operate effectively and that the employees provide top-notch service.

An outline Project Schedule / Gantt Chart



Figure 2: Gantt Chart
(Excel)

Project management tools and techniques and their usefulness

The use of methods and tools for project management in the framework of Froster Cross PLCs inside cafeteria project is essential for guaranteeing the project's effective planning, implementation, and conclusion (Kiani et al., 2021). Processes may be streamlined, resources can be managed, and effective interaction can be kept up throughout the duration of a project by using a variety of tools and strategies.

1. Use Gantt charts to visualize project timeframes, tasks, and constraints. Gantt charts are extremely useful in this regard. The indoor cafeteria project team may organize job patterns, identify key pathways, and manage resources effectively by using a Gantt chart. This application helps to keep track of progress, spot bottlenecks, and make trigger modifications to maintain the project on schedule.
2. Software to manage resources can assist with appropriate task management, resource allocation, and accessibility tracking given the project's varied resource needs. This

software helps to avoid resource overuse, maximize resource efficiency, and guarantee that the proper abilities are given to the correct jobs.

3. Risk control and analysis plays a very important role for any business to undertake their initiative in a successful manner. Using risk assessment methodologies, the project team can find possible problems and come up with solutions (Rahimian et al., 2020). Froster Cross PLC are capable of anticipating these problems and put emergency measures in place to reduce disturbances by detecting risks connected to financial limits, building holdups, or adherence to regulations.
4. Employing tactics like stakeholder analysis, participation plans, and frequent updates will help businesses manage partners productively. This aids in resolving issues, gathering input, and preserving goodwill with all parties concerned, including workers, neighbors, and the community leaders.
5. Implementing change leadership methods is crucial considering that the project involves alterations to the professional environment. To guarantee an easy adjustment and foster acceptability of the modern indoor cafeteria, strategies like advertising planning, education courses, and staff engagement activities are used (Sun et al., 2023).

Froster Cross PLC is able to effectively operate the challenges of its indoor cafeteria project because of the use of project supervision instruments and practices. Preparation, distributing resources, minimizing risks, quality control, interaction, participation of stakeholders, and managing change are all made easier by these technologies. Froster Cross PLC can increase project effectiveness, reduce risks, and accomplish their goal of developing a good and effective workplace throughout the new internal canteen program by utilizing these strategies.

A Risk Assessment

A thorough risk estimation is necessary for Froster Cross PLC's internal cafeteria project implementation in order to anticipatory recognize potential obstacles and create mitigation plans. Such an undertaking, which entails building, managing the facility, and providing services, is fraught with danger. Froster Cross PLC can gain a lot from the risk evaluation in their new internal canteen business because it offers an organized method for locating, analysing, and minimizing potential problems. The organization can proactively foresee problems that could impede the project's progression or affect its efficacy by completing an extensive risk assessment. This makes

it possible for Froster Cross PLC to create informed backup plans, spend resources wisely, and make judgments (Leo et al., 2019). The business may minimize project holdups, prevent excess spending, and guarantee the quality of building and service delivery by managing hazards before they become serious. Additionally, risk estimation promotes a readiness culture, boosting stakeholder trust and highlighting Froster Cross PLC's dedication to effective project oversight and employee retention.

Development Delays: There may be unanticipated delays in the remodelling or alteration of the canteen area as a result of problems like bad weather, delayed permit approvals, or unforeseeable structural problems. The project timeframe should be extended by a buffer to help with this, and the building personnel should have backup plans ready for various contingencies.

Expenditure Overruns: The budgeted amount may be exceeded by expenses for development, furnishings, technology, and food and beverage service. A thorough cost analysis should be carried out to reduce this risk, and an emergency fund needs to be set up to cover unforeseen costs. Expenses can be controlled by periodic reviews and modifications to the budget.

Difficulties with quality oversight: Customer displeasure may be caused by subpar catering services or inadequate building quality. Clear service level commitments, with caterers, rigorous processes for quality assurance, and periodic assessments can all help to reduce this risk and guarantee that the cafeteria adheres to expectations.

Employee Resistance: When the workplace or menu are changed, employees may become resistant (Ullah et al., 2021). Open discussion should highlight the advantages of the new cafeteria, involve staff in making decisions when practical, and offer channels for comments to solve this.

Regulatory Conformity: Violations of construction rules, food preparation laws, or safety and security requirements may result in penalties or project delays. Important mitigation techniques include early engagement with pertinent regulatory agencies, securing required permissions, and ensuring continuing adherence.

Interaction Breakdown: Incorrect understandings including obstacles can result from insufficient interaction between project teams, participants, and staff. This risk can be reduced by establishing direct interaction lines, frequent updates, and a project-management instrument for monitoring development and problems.

Brand Damage: Froster Cross PLC's credibility could be harmed by any project-related setbacks, staff discontent, or bad neighbourhood effects (Wang et al., 2020). Risks associated with

reputations can be reduced with the use of proactive interpersonal interaction, accountability, and a dedication to addressing grievances.

Froster Cross PLC may manage the enclosed cafeteria project more confidently and reduce the chance of disruptions and bad effects by methodically recognizing and tackling the possible hazards through appropriate planning, evaluation, and prevention measures.

Conclusion

Froster Cross PLC took the initiative to construct a private cafeteria on its property, demonstrating a noteworthy dedication to employee welfare and business development. The business is capable of managing the project's complexity by utilizing a well-written project execution strategy, efficient project administration tools, and tactical communication strategies. Froster PLC is prepared to handle any issues head-on and ensure that constructing, performance, and customer service expectations are upheld by completing an exhaustive risk analysis and putting mitigation plans into place. This program not only demonstrates the company's commitment to establishing a positive work atmosphere, however it also demonstrates its capacity for project management effectiveness and stakeholder engagement. Froster Cross PLC can establish a thriving internal cafeteria that improves satisfaction among staff members, promotes a robust business culture, and consequently converts to sustainable prosperity using careful design, utilization of resources, and constant improvement initiatives.

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Appendix

PROJECT MANAGEMENT



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Managing Projects in the Organisation

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Project Title

- The construction of a canteen within the workplace of Froster Cross Plc for employee wellbeing.

Overview of the project



- The project is about making a canteen that will be beneficial for the employees of Froster Cross Plc. .
- The project will be executed following the proper methodology and work breakdown structure to have effective operation of the project.

Project Title

- The construction of a canteen within the workplace of Froster Cross Plc for employee wellbeing.

Overview of the project



- The project is about making a canteen that will be beneficial for the employees of Froster Cross Plc. .
- The project will be executed following the proper methodology and work breakdown structure to have effective operation of the project.

An explanation of each stage of the PLC that applies to canteen construction project

Initiation

Aim

- The aim of the project is to build a canteen in the office premises of Froster Cross Plc to retain employees for the growth of the company.

Scope

- The scope of the present project is to form a canteen for the enhancement of the company by holding loyal employees for Froster Cross Plc

Objectives

- To create a project plan for Foster Cross Plc commonly accessible canteen for the company employees for their better health and psychological condition.
- To identify the core stakeholders, necessary resources and potential risk involved in the construction of canteen within Foster Cross Plc premises.
- To complete the project based on the evaluated timeline and meeting the employees and service expectations.



(Alexander, 2023)

CONTD....

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Deliverables

- Deliverable refers to the outcome of any project including the construction project for the canteen.



- Through the project, the management of the organisation will be able to find potential stakeholders including investors, suppliers and experts.

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Deliverables

- Deliverable refers to the outcome of any project including the construction project for the canteen.



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Planning

(designingbuildings, 2022)

Stakeholders	Nature	Significance
Project Manager	Internal	The project manager of the firm will guide the entire project guiding the team and supervising the operation of the project (Alexander, 2023).
Workers and project team	Internal	Workers and project teams are required to build the content on the office premises (constructionplacements, 2023). The effective performance of workers and skilled strategy and planning made by the project team will smooth the implementation of the project.
Suppliers	External	Potential suppliers will provide the required raw materials for the construction of the canten (designingbuildings, 2022). Essentials products are also delivered on time by the suppliers.
Staff/Customers	External(there, internal)	The needs and preferences of the staff of the organisation will be prioritised in the project's task as the purpose of the project is to satisfy the staff of the organisation, Fronter Cross Plc.
Investors	Internal/external	Potential investors are required to meet the need for funds.

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Significance
project manager of the firm will guide the entire guiding the team and supervising the operation project (Alexander, 2023). and project teams are required to build the on the office premises (construction/emplacements). The effective performance of workers and skilled and planning made by the project team will the implementation of the project. al suppliers will provide the required raw for the construction of the canten (rebuildings, 2022). Essential products are also and on time by the suppliers. needs and preferences of the staff of the tion will be prioritised in the project's plan as pose of the project is to satisfy the staff of the tion. Froster Cross Plc. and investors are required to meet the need for

Planning_

Stakeholder's analysis



Stakeholders	Nature	Significance
Project Manager	Internal	The project manager of the firm will guide the entire project guiding the team and supervising the operation of the project (Alexander, 2023).
Workers and project team	Internal	Workers and project teams are required to build the canteen on the office premises (constructionplacements 2023). The effective performance of workers and skilled strategy and planning made by the project team will smooth the implementation of the project.
Suppliers	External	Potential suppliers will provide the required raw materials for the construction of the canteen (designingbuildings, 2022). Essentials products are also delivered on time by the suppliers.
Staff/Customers	External(there, internal)	The needs and preferences of the staff of the organisation will be prioritised in the project's plan as the purpose of the project is to satisfy the staff of the organisation, Froster Cross Plc.
Investors	Internal/external	Potential investors are required to meet the need for funds.

CONTD....

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Resources analysis

Resources	Importance	Impact
	The present project needs adequate funds to make the canteen in the organisation. Potential investors can supply the adequate money required for the project (Lewis, 2023).	High
Equipment and tools	Various equipment and tools are needed for constructing a well-structured canteen for all the staff of the firm.	High
Manpower	Workers are a very crucial resource for the implementation of the project as the execution of the project plan can not be done without their combined efforts during the formation of the canteen.	High
Safety measures	Safety measures are also regarded as essential elements in the construction time. As the safety of the workers and labourers is mandatory (constructionplacements, 2023).	High
Assessments	The incorporation of technical assessment at present is considered an important component as the use of technology makes the construction process easier.	Moderate

(Lewis, 2023)

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Setting Priorities
Identify project goals and objectives
Prioritize tasks based on importance and urgency
Allocate resources to high-priority tasks

Identifying Resources
Identify the skills and expertise needed for the project
Identify the people and equipment needed for the project
Identify the budget and funding sources for the project

Monitoring Progress
Track the progress of the project against the plan
Identify any deviations from the plan
Take corrective action to get the project back on track

Managing Risks
Identify potential risks to the project
Assess the likelihood and impact of risks
Develop strategies to mitigate risks

Project Management Practices

(Lewis, 2023)

Resources analysis

Resources	Importance	Impact
Funds	The present project needs adequate funds to make the canteen in the organisation. Potential investors can supply the adequate money required for the project (Lewis, 2023).	High
Equipment and tools	Various equipment and tools are needed for constructing a well-structured canteen for all the staff of the firm.	High
Workers	Workers are a very crucial resource for the implementation of the project as the execution of the project plan can not be done without their combined efforts during the formation of the canteen.	High
Safety measures	Safety measures are also regarded as essential elements in the construction time. As the safety of the workers and labourers is mandatory (constructionplacements, 2023).	High
Technical Assessments	The incorporation of technical assessment at present is considered an important component as the use of technology makes the construction process easier.	Moderate



(Lewis, 2023)

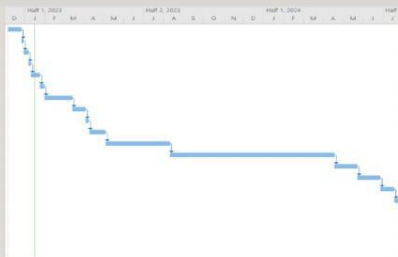
Risk Assessment

Expected risks	Description	Mitigation ways
Critical Legal Risk	Froster Cross Plc will be responsible for any quality issues in the food served in the canteen. The health of the employees may get affected by poor-quality foods that pose legal risks.	The management of the firm should be aware of the food quality to avoid any unnecessary legal issues.
Environmental issues	Environmental issues might happen at the time of construction (safetystratus, 2023).	The time of the construction will be chosen after analysing the weather condition.
Employees' Injuries	Employees may be injured during the time of construction.	Safety measures should be strict to avoid any accidents in the workplace.

Cost

Expense Category	Estimated cost (£)
Initial Setup expenses	8,000
Renovation cost	3,000
License	1,500
Inventory	3,500
Marketing	3,200
Contingency	2,000
Utilities	700
Supplies	1,100
Staff Wages	6,100

CONTD....

Timeline**Critical Path****Execution**

The execution stage of the project refers to the stage that executes the plan made by the management of Froster Cross Plc.

Closure

The Closure stage of the project announces the ending of the project fulfilling all the criteria of the project plan.

Analysis of the project methodologies

PRINCE2 methodology

Project methodology refers to the principles and techniques a company applied to execute its plan and manage the project

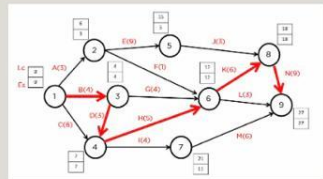


(Malsam, 2021)

- The present project follows the Prince2 approach and this methodology focuses on the management of the resources and expected risks doing the project systematically.

Used tools in this project

- The critical path is one of those tools that is incorporated into the project to define the priority of the essential tasks.



(Chron, 2021)

- Another tool applied in the project is a work breakdown structure that helps the different stakeholders break the tasks into smaller pieces.

Conclusion

The presentation has been made to highlight the key points of the following report regarding the construction of the canteen on the premises of Froster Cross Plc.

Finally, the prince2 research methodology and required tools have been introduced with their role in the project.



(Malsam, 2021)