

Delightful Catering

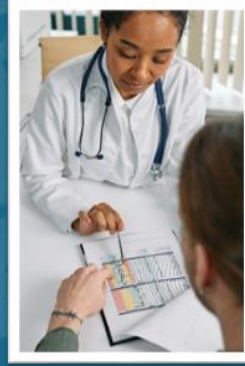
Healthy Food | Healthy Life



Healthy Food



**Event Space
Rental**



**Onsite
Healthcare
Services**



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Project Initiation

1. Project Scope- capacity of around 50 seats, variety of delicious and healthy options, grab-and-go section, comfortable dining area
2. Objectives- convenient and healthy food, sense of community and collaboration, productivity and efficiency, work- life balance
3. Deliverable- physical space setup, menu development, staff hiring and training, operational procedures, financial planning

Project Initiation

Stakeholders

- Employees
- Management
- Human Resources
- Facilities Management
- Finance Department

The Revival of the Staff CanteenBy Anon
Container: Social Spaces URL:
<https://www.socialspacesfurniture.com/news/the-revival-of-the-staff-canteen/>



9/3/20XX

Presentation Title

3

Project Planning

Resources

- Budget Allocation: £150,000
- Internal and External Resources: Staff, Suppliers, Contractors



Scheduling

- Project Timeline: Nine months
- Milestones: Event space setup, Healthcare services implementation, Healthy food options

Communication

- Communication Channels: Email updates, Intranet announcements, Staff meetings
- Feedback Mechanisms: Suggestion boxes, Surveys

Team Development

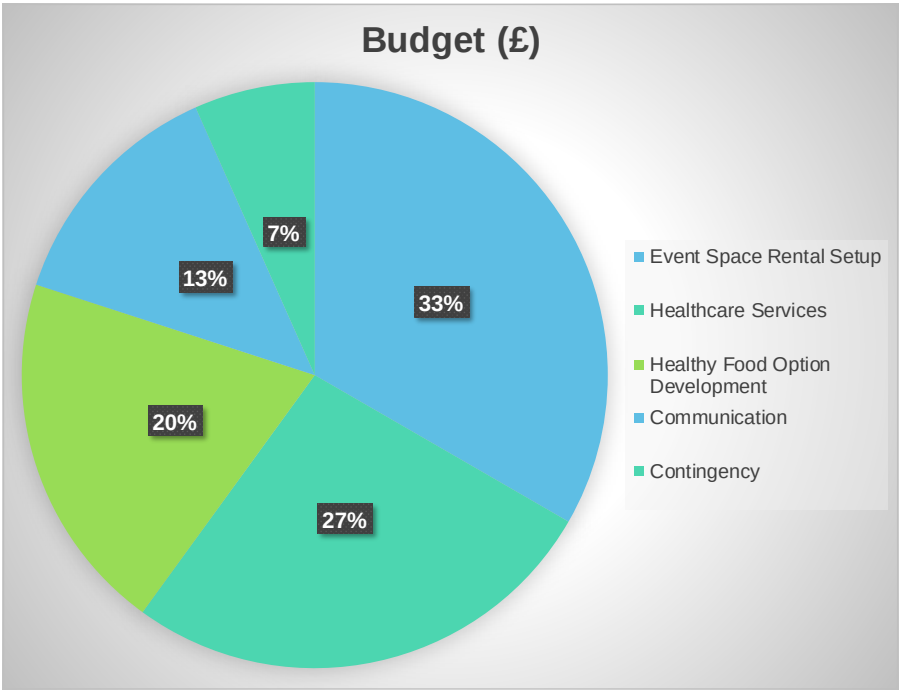
- Staff Training: Customer service, Healthcare service delivery, Food preparation techniques
- Training Sessions: Conducted by experienced trainers, Tailored to specific needs of staff

Project Planning(cont...)

Budget

Items	Amount
Event Space Rental Setup	£50,000
Onsite Healthcare Services	£40,000
Healthy Food Options Development	£30,000
Marketing and Communication	£20,000
Contingency	£10,000
Total	£150,000

9/3/20XX



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Project execution

The Delightful catering project goals at the project execution stage include the following

1. Setting up the facility
2. Healthy foods menu development
3. Staff recruitment and Training
4. Marketing , launch & promotion

Because the project execution is key to bringing the Delightful Catering project plan to life, the focus shall be on the following key elements at this stage

1.Resource Management: Have in place the right people, materials, equipment, and a budget allocated to complete the project

2. Task Management: Breaking down deliverables into manageable tasks assigned clear ownership and realistic timelines using a Gantt chart to track progress.

Project execution

3. Collaboration and Communication: Maintaining open communication channels between the project stakeholders.

4. Risk Management: Proactively identify potential risks and develop plans to minimise them.

5. Quality Management: Implement quality control procedures such as inspection and *testing and refining recipes*.

6. Schedule Management: Close monitoring of the progress according to the project timelines.

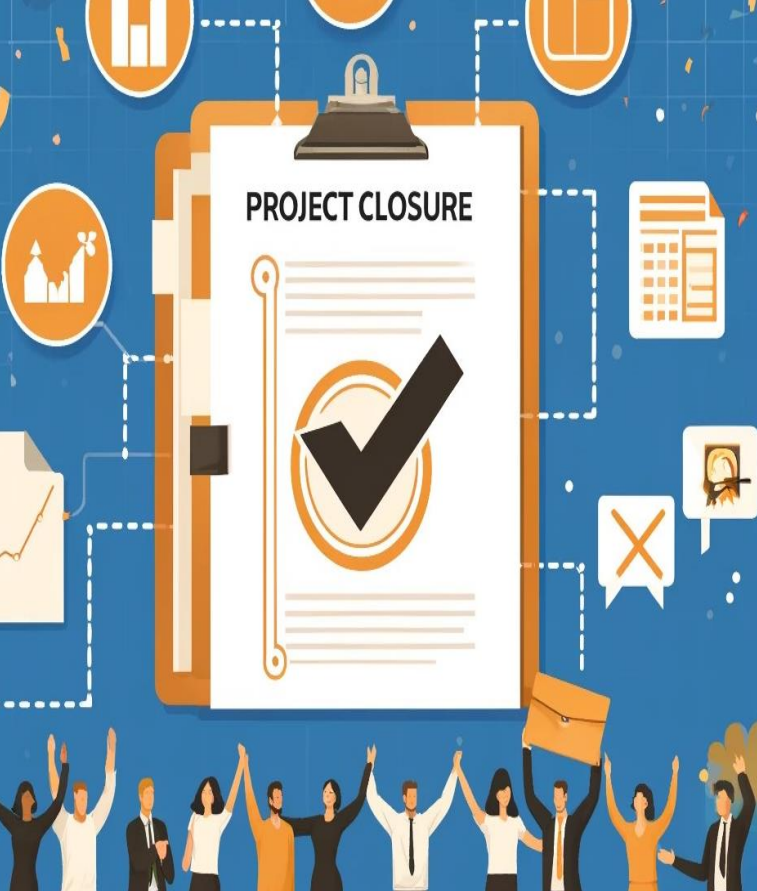
7. Change Management: Preparation of staff through training to adapt to changes.

8. Stakeholder Management: Keeping project stakeholders up to date with the project progress and addressing their concerns..

By effectively managing these key elements, the Delightful Catering project successfully execute its project.

References

Price et al (2017)



Project Review and Lessons Learned

- In this comprehensive review, every stage from initiation to completion has been meticulously analysed. The journey has yielded invaluable lessons, now part of our collective knowledge.
- Acknowledging the ingenuity and determination that turned challenges into opportunities, we've fortified our foundation for future projects.
- Our reflections are as much about the successes achieved as they are about the profound insights gained, lighting the way forward.



Celebrating Success and Moving Forward

- Reaching this pivotal moment, we facilitate a smooth transition, safeguarding the continuity of our project's achievements. Every document and plan is a testament to our dedication and foresight.
- The team's extraordinary efforts deserve recognition. This celebration is a tribute to the unity and hard work that have been the lifeblood of our project.
- In line with our values, appreciation is expressed not only in words but through tangible rewards, a heartfelt thanks for the relentless spirit that has brought us to this point.

References

- Project Management Institute (PMI). (2017). A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition. Project Management Institute.
- Atwood, C., 2020. *Succession planning basics*. Association for Talent Development.
- Kerzner, H., 2017. *Project management: a systems approach to planning, scheduling, and controlling*. John Wiley & Sons.
- Price, S., Bray, J. and Brown, L., 2017. Enabling healthy food choices in the workplace: the canteen operators' perspective. *International Journal of Workplace Health Management*, 10(4), pp.318-331.

Thank You

Any Question?