



Managing projects in the organisation

Moodle code – BMSW5104

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Project -

Happy Life Work Better - Motivating Restaurant Staff for a Healthier Lifestyle and Positive Work Atmosphere

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Introduction

The "Happy Life Work Better" programme is a six-month effort that aims to motivate and empower the personnel of our restaurant to live healthier lives on the inside and out while maintaining a happy and encouraging work environment. We seek to improve the general wellbeing and motivation of our team, which will lead to increased job satisfaction and productivity. To do this, we offer dietary advice and hold seminars that are geared towards improving attitude. Create a favourable work atmosphere that benefits companies and encourages employees to remain with the company. An environment like this may help employees succeed and be happy in both their personal and professional lives, ([Herrity, 2022](#))

What is project management ?

Project management is the application of strategies, methods, skills, knowledge, and experience to achieve specific project objectives while adhering to the project acceptance criteria and within established parameters. Project management final deliverables are subject to schedule and budget constraints. A key distinction between project management and basic "management" is the fact that project management has a specific goal and a specified time frame as opposed to management, which is an ongoing activity. As a result, a project professional requires a broad range of skills, including a number of technical ones, as well as strong people management and business expertise. ([Apm.org.uk, 2022](#))

The end result of project management should be something that changes the organisation that started the project. A multitude of operations need to be begun, planned, and managed in order to achieve this ultimate outcome. For projects that generate something new or altered, tangible or intangible, have a set timeline with a beginning and an end, are likely to be complex in terms of the work or

companies involved, and require change management and risk management, formal management is required, ([Apm.org.uk](https://apm.org.uk), 2022)

Importance of project management

The benefits of investing in effective project management include :

- boosting the likelihood of getting the desired result.
- ensuring that resources are used effectively and efficiently.
- meeting the various demands of the project's stakeholders.

([Apm.org.uk](https://apm.org.uk), 2022)

Here are a few of the top advantages that a clear project management plan offers to a company.

1. Better Preparation

Project management allows the team to see the big picture. When demands are gathered, budgets are defined, deadlines are drawn out, and there are realistic, accessible milestones, the project may get off to the right start and stay on track.

2. Working together and communicating

Project management encourages regular team meetings to monitor progress, address problems, and create future actions, which helps to improve communication. To achieve the intended objectives, the entire team works together cohesively, which increases productivity and team spirit.

3. Optimum use of resources

Without efficient project management, resource allocation would go astray. When project management techniques are used, it is important to use employees with a variety of expertise and skill levels so they can contribute significantly to the project.

4. Affordable prices and prompt deliveries

When processes are in place and resources are optimised, budgets and timelines may remain on track and within bounds. The project's goals can be implemented on schedule without any delays.

5. Improving quality

Project managers are always under pressure to provide results that are above average. Budgets and timeframes are often tight, but with careful project planning, quality control may be achieved.

6. Greater client satisfaction

Due to the current industry's strong rivalry, it is more important than ever to maintain a foundation of loyal customers. With rigorous project planning and execution, it is more likely that the demands of the end user will be met and exceeded. Higher client satisfaction will lead to more word-of-mouth referrals.

7. An increase in output

Due to correct time, financial, and resource planning as well as efficient systems and procedures, the team is able to deliver things more rapidly and with greater quality. Team output is increased as a result.

8. More adaptability

Without the proper project management, Initiatives from today will struggle to adjust to changing requirements. Project leaders who are adaptable can work around market demands and change course as necessary to fulfil client expectations.

9. Contented workers

As the team works with more efficacy, communication, and cooperation, team morale is certain to grow. The team will work harder the next time around once a project is launched successfully because they will feel more devoted and self-assured.

10. Ongoing education

To facilitate continuous improvement, the team can analyse the completed work and attempt to develop a list of what went wrong and what could have been better during introspections at the end of each project cycle. Agile frameworks consider frequent reviews and retrospectives, which have as their major objective figuring out how the team as a whole may improve.

([Apm.org.uk](https://apm.org.uk),2022)

Stakeholders

A party with an interest in a company and the capacity to affect or be influenced by it is referred to as a stakeholder. The key stakeholders of a typical firm are its shareholders, employees, customers, and suppliers. Any individual, group, or other entity with an interest in the outcomes of an organisation is considered a stakeholder. Just a few examples of internal and external stakeholders include clients, stockholders, neighbourhoods, and even governments. However, due to the increasing emphasis on corporate social responsibility, the concept has been expanded to include communities, governments, and trade associations.

An illustration of an internal stakeholder

Interaction partners with a corporation are considered internal stakeholders. Investors are internal stakeholders whose performance and the accompanying concern have a big influence on them.

An illustration of an external stakeholder

People who are external stakeholders do not work for or directly with a corporation. External stakeholders are not directly connected to the firm, as opposed to internal stakeholders. An external stakeholder, on the other hand, is often a person or organisation who is influenced by how the business runs.

Issues that Stakeholders Face

For firms with many stakeholders, a common problem is that the interests of many stakeholders may not align. The interests can really be in direct conflict.

([Investopedia](https://investopedia.com), 2023)

Mendelow's matrix

Stakeholder management is one of the most crucial tasks for any project or organisation. Stakeholders may have an impact on your project, or vice versa. A stakeholder matrix is a helpful tool for project managers and business analysts because it enables them to comprehend the significance of each stakeholder's position in the project and to collaborate with them more successfully. One of the most popular stakeholder management tools is the Mendelow stakeholder matrix, which offers illustrations of its value to enterprises.

The Mendelow stakeholder matrix is commonly used by business analysts and project managers to better understand each stakeholder's role and area of interest within a project. They may prioritise their contacts with different stakeholders by using the matrix, which will improve the project's chances of success. Project managers often complete the matrix at the project's planning stage, but it is useful to review and update the matrix at different stages of the project.

The stakeholder matrix identifies and categorises each stakeholder in the project, regardless of whether they are anticipated to actively contribute to it or how it will affect them. The matrix helps analysts identify those who are more and less likely to have influence over the project.

(Indeed Editorial Team, 2022).

Mendelow stakeholder matrix components

The stakeholder matrix visually represents a stakeholder analysis. The chart is divided into four sections and has two axes. By examining where each stakeholder is positioned on the matrix, the project manager may determine which stakeholders are very important to the project and which stakeholders may be less involved or have less of an impact. The two axes of the matrix are as follows:

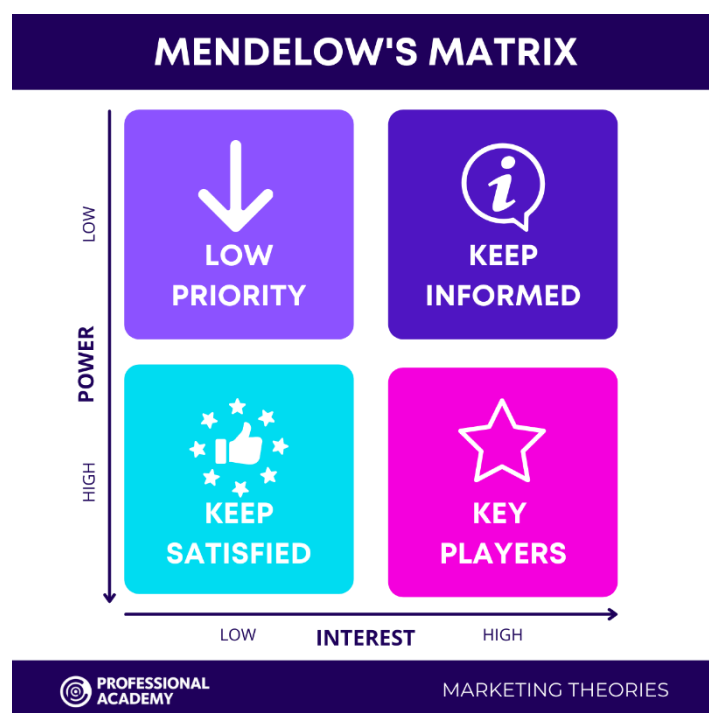
Interest

The chart's horizontal axis indicates the likelihood that each stakeholder will be interested in the project to varying degrees. Stakeholders who have a strong interest in the project are located on the right side of the interest axis, while those who have a weak interest are located on the left.

Power

The vertical axis of the diagram shows how much influence each stakeholder has on the project. Stakeholders having more control over the project are positioned higher on the power axis, and those with less or no such influence are positioned closer to the bottom of the axis.

Four distinct sections of the matrix are created when the stakeholders are plotted on the diagram, aiding the project manager in organising and ranking the stakeholders' contributions to the project, (Indeed Editorial Team, 2022).



(Professionalacademy.com, 2023)

Project initiation

Objectives

The following are the main goals of the "Happy Life Work Better" project.

project team:

Project director: oversee the project and guarantee prompt completion.

Nutrition Specialist: Give nutritional direction and advice from an expert.

Fitness instructor: provide exercise classes and advocate for physical health.

Therapist/Life Coach: Organise seminars on relaxation techniques and optimistic thinking.

HR representative Align the programme with the objectives and rules of the organisation.

Evaluation Expert: Evaluate the success of the programme and collect employee opinions.

(Indeed Editorial Team, 2022).

Encourage healthy lifestyle decisions:

We seek to motivate our personnel to embrace healthy eating practises, partake in regular physical exercise, and prioritise their well-being through educational sessions and seminars. We will hire a nutrition specialist to provide individualised nutritional advice and inform our workers about the value of a balanced diet for general health and energy, (Boston, 2023).

Create a Positive Work Environment:

We want to enhance team chemistry, communication, and morale while also generating a positive work atmosphere where everyone feels appreciated and driven.

Hold workshops to improve mindset:

Workshops on resilience, positive thinking, and stress management will be led by licenced psychologists, arming our staff with useful mental health techniques, (Boston, 2023).

Project Planning

Month 1: Describe the Happy Life Work Better initiative's aims and objectives to the workforce and encourage participation.

Start nutritional advise sessions, inform staff about the advantages of a balanced diet, and provide individualised diet plans.

Conduct personal health evaluations for each employee to pinpoint areas that need improvement and modify the programme accordingly.

Month 2: To foster physical well-being and a healthy lifestyle, schedule frequent fitness seminars and events like yoga classes or exercise sessions.

To promote interpersonal interactions and team cohesiveness, organise group activities and team-building exercises.

Month 3

Workshops on mentality Improvement: Hire qualified psychologists or life coaches to facilitate seminars on stress management, mindfulness, and encouraging a good mentality among our team.

Feedback from Employees: Collect employee opinions to evaluate the program's success and make any required modifications.

Month 4-6

Workshops for skill development should be held to address any identified skill gaps among the personnel, boosting their skills and job satisfaction.

Ongoing assistance: Encourage a friendly work atmosphere and offer ongoing assistance and tools to maintain the good lifestyle choices.

(Boston, 2023).



(Haass, O. and Azizi, N,2020)

Project execution

The project execution phase follows the project planning phase as the third stage in the project life cycle model.

The Happy Life Better Work initiative will be carried out after careful planning. The project will attempt to create a supportive workplace environment. The project will cost £15,000 in total, while the implementation phase will cost £8,000. The expenses of the resources will be allocated in the budget.

The employees will be encouraged to reach the project's goal using a motivating method.

The project's expansion will be supported by clear objectives and a compelling vision.

The WBS and project schedule approach will be used to closely monitor the project.

The staff will be assigned tasks and responsibilities using a stakeholder matrix.

To evaluate the risk and enhance the planning process for risk management, a risk assessment plan will be implemented.

In order to improve productivity, a feedback method will be implemented to get insightful input from the staff.

(Haass, O. and Azizi, N,2020)



Project Closure

These actions must be taken at each stage of project closure. You're ensuring the success of yourself, your team, and your organisation by adhering to this brief and simple guide to project closing processes and related activities.

(Boston,2023.)

Technical phase

The technical phase offers the team and the organisation a sincere sense of completeness, despite the fact that it can be a touch bureaucratic (and achievement). A strong project lifecycle makes it possible for you to:

Tie Up Any Ends:

Ensure that everything is in order (e.g., that all contractors and employees have been paid appropriately) and that all paperwork is complete.

Express gratitude to supporting departments:

Thank you very much to everyone who contributed to the project. Inform us when the project has been completed successfully.

Hold a meeting to discuss project outcomes:

Gather senior managers and supervisors and express your gratitude for their support of the project. Use this opportunity to give a report on the deliverables and a summary of the lessons learned, highlighting the foundation that has been created for the organization's future accomplishments as a consequence.

Establish a Digital Project Resource Repository:

Make these resources accessible for future use. These records will be useful if inquiries about this project are made or if a future project manager wants to study your methods and achievements.

(Boston, 2023).

Learning Phase

All of our projects need to be challenging yet achievable, yet occasionally things don't go as expected. Travelling occasionally involves hitting a roadblock. Whatever happens, learning continues throughout a project's lifecycle. A team's reflection on what has been done, how it has been completed, and what has

been learned as a result of the project's completion occurs during the learning phase of project closure. The project closing learning phase enables you to

Give Your Team Some Time to Reflect :

Now that the job is finished, Consider your actions, your methods, and the lessons you learnt.

Compile your learnings :

The learning phase highlights the lessons learned and documents them for the benefit of your team now and in the future use as a guide when you or a colleague start a new project.

Answering inquiries regarding the ongoing project :

Now is the moment to create accessible documentation of organisational and project memory. Responding to inquiries regarding the current project and then making that information available to all pertinent parties is one approach to make sure you've covered all the bases.

Encourage reflection and discussion among teammates :

Similar to the other phases, team discussions on the project are the main component of the learning phase. A team project's learning opportunities contribute to organisational success. The project may influence the professional growth and feeling of mission of each team member, which is equally significant.

(Boston, 2023).

People phase

Spend some time celebrating your team's accomplishments. You have a solid understanding of the team's personality and have grown to know them well. Utilise the friendship you've built to celebrate in a way that suits your team and your organisation.

Keeping in mind that the team contributed to the project deliverables, as well as the need for emotional closure, will help everyone feel satisfied and prepared for whatever comes next. Every project completion phase helps to create an organisational culture that values appreciation, gratitude, and accomplishment. You will have established the circumstances for not only moving on but also going forward if you take the time to do this effectively, taking into account your particular set of circumstances.

(Boston, 2023).

Recommendations

Regular assessments will be carried out throughout the course of the six-month study to assess the success of the Happy Life Work Better initiative. To measure improvements in the staff's well-being, motivation, and general work satisfaction, feedback will be gathered from them. To guarantee the program's efficacy and durability, the required modifications will be put into place based on the input and outcomes, (Boston, 2023).

We should strive to do everything we can to assist people in order to stop additional good people from leaving the profession due to stress and burnout.

We should take a variety of proactive measures, and we should urge others in the sector to do the same. Here are some recommendations which we can promote to make sure health and wellbeing in our restoration.

Improve the Work-Life Balance.

Work to increase staff flexibility.

Recognise the staffs' Creativity.

Provide mental health education.
provide skill development.
Offer benefits.
Encourage Staff.

(Taylor, 2019)

Conclusion

The "Happy Life Work Better" project seeks to provide a positive and prosperous workplace where our restaurant staff members are inspired, healthy, and encouraged to pursue their personal and professional goals. We want to promote a culture of wellbeing and optimism that will help not just our staff but also the success of our restaurant by providing dietary advice and holding workshops on attitude development. We set out on this revolutionary path towards a more contented and joyful work-life balance together.

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Appendix

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

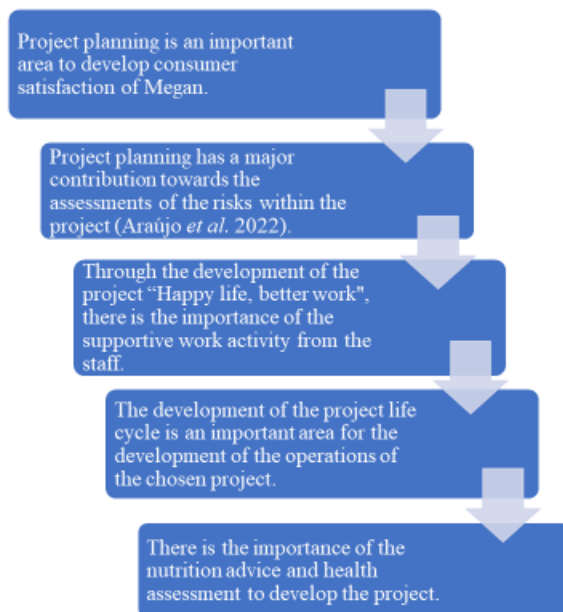
Definition of the project planning

- 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)

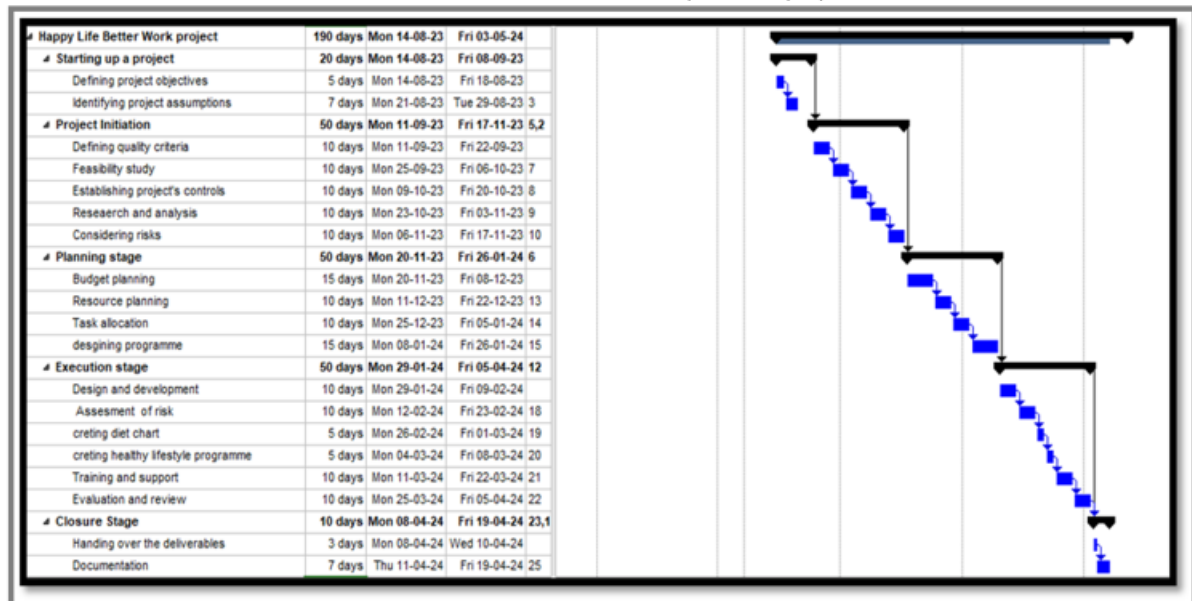
Importance of the project planning



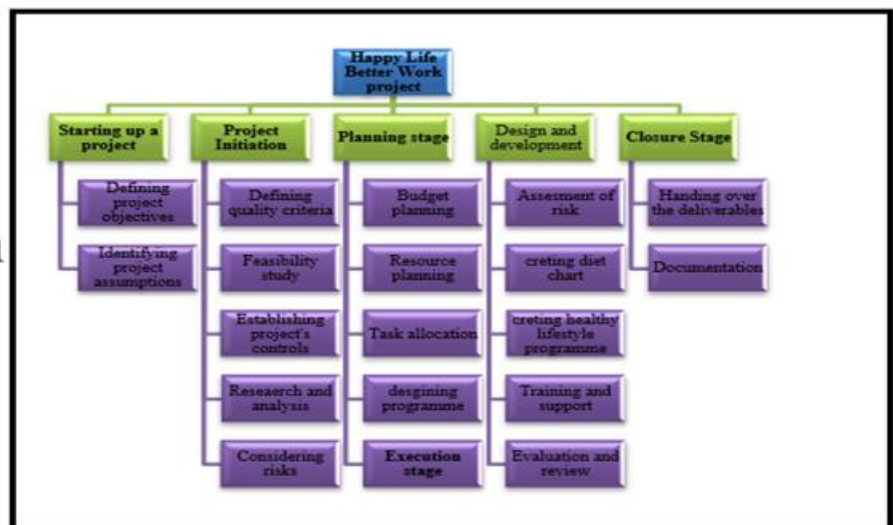
(Haass and Azizi, 2020)

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.



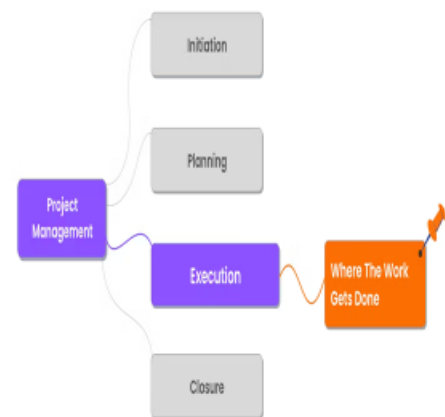
(Hromádka et al. 2020)

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



(Kaup et al. 2022)

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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