

Managing Projects in the Organisation
BMSW5104

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Report

Project management plan for LAKAJ Canteen

Introduction

This report is based on the following: in my new position, my task is to plan and manage a theoretical in-house project that takes into account the following: reducing the number of staff leaving the building during lunch breaks, which currently causes congestion problems in the area, and helping employees to maintain a healthy in creating a lifestyle, which according to the organization is part of CSR, and also reduces employee absences.

In this report, I will present the results of a project within the house, more precisely within the UWTSD University, which was named LAKAJ Canteen. Taking into account the above-mentioned provisions. The goal of the "LAKAJ Canteen" to Reduce Congestion and Promote Healthy Lifestyle" initiative is to encourage healthier lifestyles among workers and decrease the need for them to leave the office during lunch.

This report presents project management tools and techniques and their usefulness based on a previously submitted presentation.

Executive summary

The project plan is crucial for project planning and implementation. If it is sufficiently developed, accurate, and precise, we can safely say that it is already half-successful in terms of achieving the project's goal.

The focal point of the project planning process is the project plan. A project plan is an approved document that includes the project's scope and objectives. It also includes the steps leading to the goal, their schedule, the cost elements and resources assigned to them, as well as a risk management, communication, or quality management plan. (Verzuh, 2006)

Additional functions of the project management plan:

- planning the cooperation with the participants (stakeholders) interested in the project
- planning the involvement of suppliers and subcontractors
- the quality management plan
- the project management processes to be applied

The project plan also includes the project control plan. (Verzuh, 2006)

LAKAJ Canteen project at UWTSD.

Adequate nutrient intake is necessary for the life processes of the human body and to maintain health. Our fast-paced, busy lives can make it very difficult to maintain a healthy lifestyle because it is not always easy to make time for a balanced meal. And if you have to go far during your lunch break at work, it only makes the situation worse.

The project "LAKAJ Canteen" aims to encourage employees to lead a healthier lifestyle and reduce the need to leave the office during lunch.

The aim of the initiative "Implementation of LAKAJ Canteen to reduce congestion and promote healthy lifestyle" (Nyberg, 2019) is to build a fully functional on-site catering establishment, such as dining room, kitchen, service areas and seating, to reduce overcrowding and encourage a healthy lifestyle. Menu design, nutrition data, and placing employees with dietary restrictions are all part of the project's larger goal of providing employees with healthy and varied eating alternatives. The catering team also receives training programs that focus on proper food handling, hygiene, customer service, and safety. A well-developed internal communication strategy, promotional efforts and a system for gathering feedback are all necessary elements in implementing and implementing an effective on-site food service.

Project plan including: costs, scope, time, quality, communication, risk, and resources.

Project descriptions

Reducing staff travel during lunch breaks and encouraging healthy habits among workers are two major organizational business objectives that the "Implementation of LAKAJ Canteen to Reduce Congestion and Promote Healthy Lifestyle" (Nyberg, 2019) initiative seeks to achieve.

The goal is that by introducing on-site catering services, the company can drastically reduce the time staff spend leaving the building for lunch, reducing traffic congestion in nearby areas.

Project cost and time.

The developing budget of the project includes the total use of human resources, material resources, and cost resources.

The LAKAJ project cost at 500.000 Pounds. The project time is 4 months. Start date is 1th October 2023 and end date is 31th December 2023.

Activities	Budget £	Expeditor £
Project budget	500.000	
Material purchases		
Construction materials		100.000
Machinery rental		50.000
Buying equipment		200.000
Wages of workers		147.000
Labour and service cost		
Municipal permit for reconstruction		1500
Other		1000
	500.000	500.000

Figure 1 Project cost

Scope of the project

Project scope is the definition and documentation of a list of specific project objectives, deliverables, functions, and deadlines, as well as the costs and resources required to complete the project, as project deliverables are tangible or intangible goods or services produced as a result of the project and intended to be delivered to a customer.

Project scope is one of the most important parts of a project, which includes a list of specific project objectives, deliverables, functions, deadlines, and the costs and resources required to complete the project. In other words, the project scope includes all the work that must be completed to complete the project. A project is a set of tasks that must be completed within a given period of time in order to achieve a specific goal. Project management is the process that consists of several stages such as initiating, planning, executing, controlling, and closing the work of the project in order to achieve the predetermined goal. The scope of the project is decided in the planning phase.

During the planning phase, a project scope statement is prepared, which provides written confirmation of the expected outcome of the project, including the limitations and assumptions on which the project team is working. The project scope should be precise and clearly define the boundaries of the project.. (GUIDE, 2020)

The project should be consistent with the organization's commitment to business social responsibility and the obvious benefits for employees and the company as a whole. This is actually the most important part of the design. The claimants and main stakeholders must definitely know its content and must agree with it. Or vice versa, the scope must cover the expectations of the main stakeholders.

Risk of the project

All events and factors that may affect the execution, budget, or results of the project in the short term are considered risks. The higher the chance of such an event occurring, and the higher the expected consequences, the greater the risk. Risk analysis includes the identification, grouping, and evaluation of risk factors arising in connection with the project, as well as risk management and subsequent review of risk factors and documentation of the risk management process. (Consulting, 2020)

In the course of risk management, proposals must be made to eliminate the identified risk factors. The greater the risk potential of a risk factor, the more necessary it is to develop concrete measures to eliminate the given risk based on the formulated proposals. If the elimination of the risk is not possible, an action plan must be prepared to reduce the expected effects

Risk	Priority	Measurement	Responses for the risk
Obtaining the appropriate permit in time	High	Low	The timely acquisition of licence
Appropriate workmanship	High	Medium	Use of quality workforces
Machine failure	Medium	Low	Need a supplier who maintains and immediately provides a temporary machine until when fixed the faulty one
The contractor will not be ready for the time	Medium	Medium	Use of quality workforces
- Product failure(High price low quality)	Medium	Medium	Use of quality product

Figure 2 Risk process

Communication plan

A key element of project management is good communication, which enables projects to progress on time without problems. It guarantees that the members of the rest of the project team work in accordance with the project's goals and understand exactly what is expected of them. Building trust and better collaboration from the beginning to the end of the project. In order for the stakeholders to do the right work in the right way, continuous, accurate and relevant information transfer and communication is necessary. This type of communication is

the task and responsibility of the project manager. Communication within the project team helps the project members learn about their own tasks and responsibilities. Members of external communication, for example, project management and project sponsors: for both groups, it is important to get the project accepted by the stakeholders and users, which is achieved through external communication.

Stakeholder	Description	Frequency	Format	Week of the timeline
House builder	Meeting	As needed	In person	1th week
Local Council	Initial communication	As needed	Online, phone	Entire period
Workers	To show progress	Every days	In person	Entire period

Figure 3

Communication plan

A properly developed communication plan has many advantages:

- Creating realistic expectations among stakeholders regarding when and how communication takes place (e.g. the project sponsor should not expect daily updates if, according to the agreed communication plan, this happens on a weekly basis).
- Increase project visibility as team members can provide feedback when they notice a discrepancy.
- It increases trust as stakeholders don't worry about missing out.
- Increase productivity by making meetings more efficient and focused.

Stakeholder analysis

Stakeholders are groups of people within a project who have their own goals (shareholders, employees, managers, etc.), so achieving them is related to the performance of the company.

Identification and categorization of the key stakeholders in the LAKAJ Canteen project management plan and their roles.

In order to successfully implement the UWTSD LAKAJ Canteen project management plan, it is necessary to ensure that the stakeholders of the LAKAJ Canteen project are satisfied with the proposals.

It is necessary to identify who the stakeholders of the LAKAJ Canteen project are, to categorize them and their interests, to assess their individual power, to choose the channels through which they can exercise their power, to plan the satisfaction of their expectations, as well as the satisfaction strategy of the stakeholders. (Mallak, et al., 1991)

No.	STAKE HOLDER	ROLE
Primary stake holders		
	• UWTSD Administration	• Decision-making, funding, and location approval.
	• Students	• Main beneficiaries who determine the service and canteen design.
	• Faculty and Staff	• Main beneficiaries who determine the service and canteen design.
	• Service Providers	• Supply food and provide services to AJKAL Canteen.
Secondary Stake holders		
	• Local Government	• Issuing permits & other regulatory compliances
	• Health & Safety Authorities	• Ensure AJKAL compliance with UK health and safety standards, for example Food health and safety.
	• Facilities Management	• Infrastructure provision and maintenance to enable AJKAL canteen's operations.
	• Marketing & Communication Team	• Managing and marketing AJKAL canteen and facilitating communication with other stakeholders such as the UWTSD.
	• Sustainability Committees	• Promotion of eco-friendly practices in AJKAL canteen's operations.
	• Finance Department	• For cost analysis, budgeting and providing financial oversight.

(Magezi, et al., 2023)

Primary stakeholders for LAKAJ Canteen:

- UWTSD Administration. Main role: decision making, funding and location approval.
- Students. Main beneficiaries who determine the service and canteen design.
- Faculty and staff: Main role who determine the service and canteen design.

Secondary Stakeholders:

- Local government. Role: Issuing permits & other regulatory compliances
 - Health & Safety Authorities. Role: Ensure LAKAJ compliance with UK health and safety standards, for example Food health and safety
 - Facilities management. Infrastructure provision and maintenance to enable LAKAJ canteen's operations.
 - Finance department. For cost analysis, budgeting and providing financial oversight.
- (Magezi, et al., 2023)

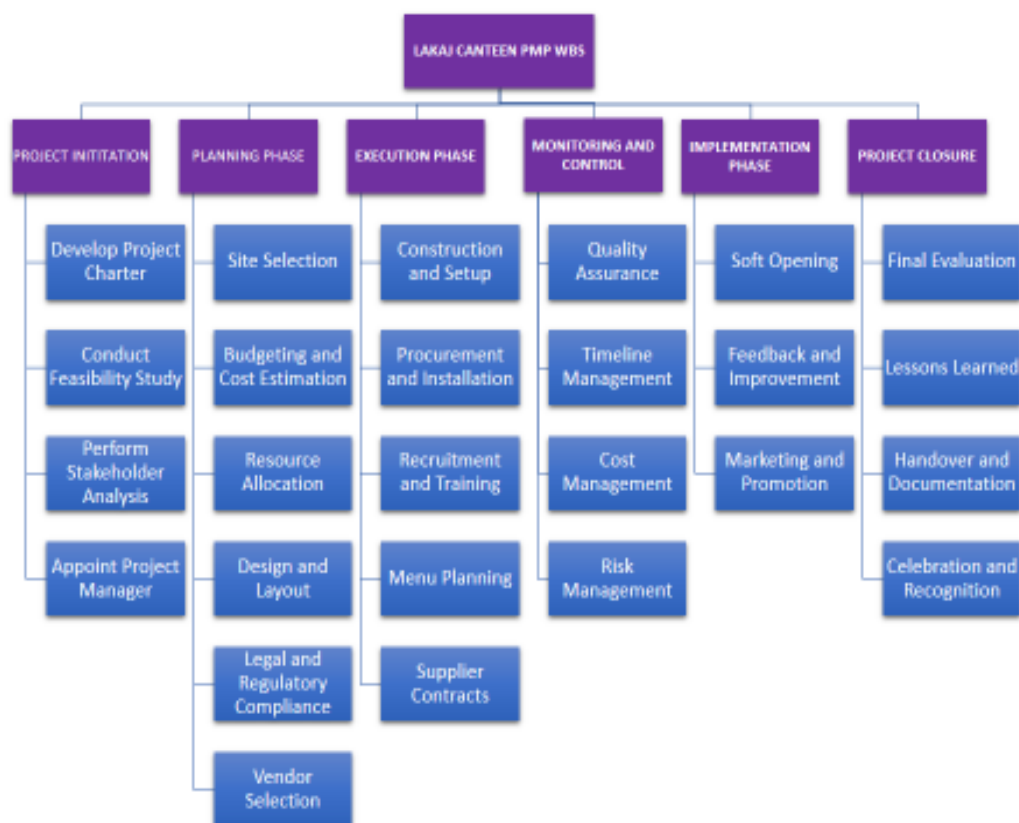
Engaging and collaborating with both the primary and secondary stakeholders enables a successful completion of the AJKAL Canteen project at UWTSD. This means that AJKAL Canteen is able to meet the expectations and needs of the UWTSD community.

Work Breakdown Structure (WBS)

The Work Breakdown Structure (WBS) helps you plan teamwork properly, make the necessary decisions, and prepare different scenarios. The goal of a WBS is to easily manage otherwise complex projects, which promotes visibility into individual parts, so that the team can efficiently work on multiple parts of the project at the same time, speeding up the delivery of tasks. (Brotherton, et al., 2008)

For the case of LAKAJ Canteen, a project is divided into phases, deliverables as well as tasks.

LAKAJ Canteen Work Breakdown Structure



(Magezi, et al., 2023)

Project Gantt chart

The chart is attributed to Henry L. Gantt (an American engineer) who aimed for a more efficient outcome of the US shipbuilding schedule. We attribute two key roles to the Gantt chart: documenting the steps of the activities and monitoring the occurrence of the process plan over time.

In Project Management, it puts a tool in the hands of managers, with which they can smoothly plan and schedule projects of any size without difficulty, or break down a more complex project into tasks. With the help of the Gantt chart, it is easy to solve the rescheduling of individual sub-tasks, to avoid any lack of resources, be it material, human or other resources, since we can always monitor the available resources and analyze the achieved performance, thus helping the faster and smoother execution of the individual activities. (Management, 2022)

Looking at the diagram, you can also quickly review and read:

- The start date and deadline of each sub-task,
- The current status of each sub-task, for example, which sub-task is stuck or behind schedule,
- The temporal relationship of individual work processes to each other,
- The activities that can be performed in parallel, further connections between the various sub-tasks. (Slack, et al., 2010)

Project Name	Duration	Start date	End date
LAKAJ Canteen project	90 days	01/10/2023	31/12/2023

Task ID	Task description	Task duration	Start date	End date	1-7 Oct.	8-14 Oct.	15-22 Oct.	23-31 Oct.	01-07 Nov.	08-15 Nov.	16-23 Nov.	24-30 Nov.	01-07 Dec.	08-15 Dec.	16-23 Dec.	24-31 Dec.
1	Budget	20	01-Oct	20-Oct												
2	Detailed design	5	21-Oct	26-Oct												
3	Purchase material	7	27-Oct	05-Nov												
4	Build system	30	06-Nov	06-Dec												
5	Secure system	3	07-Dec	10-Dec												
6	Purchase equipment	5	11-Dec	15-Dec												
7	License	5	16-Dec	21-Dec												
8	Advetarsing	5	22-Dec	27-Dec												
9	Open the LAKAJ Canteen	2	29-Dec	31-Dec												

Figure 4 LAKAJ Canteen Gantt chart

The LAKAJ Canteen Gantt chart shows that the project planned for 3 months will be completed on time. The Gantt chart graph lasts for 90 days. On the basis of a suitable designer and contractor, the project will be ready on time.

Recommendation

The goal of the “LAKAJ Canteen” to Reduce Congestion and Promote Healthy Lifestyle” initiative is to encourage healthier lifestyles among workers and decrease the need for them to leave the office during lunch.

Benefits, stakeholder participation, structure of work breakdown, outcomes of the project, risk evaluation, and progress monitoring are just a few of the aspects of project management that are considered part of the planning process

For a project to be successfully implemented, upper-level management must provide their stamp of approval to the project management strategy, provide sufficient funding, encourage stakeholder participation, and keep tabs on development.

Conclusion

This report was based on the following: the task was to design and conduct a theoretical in-house project that takes into account the reduction of the number of staff leaving the building during lunch breaks, as well as helping to preserve health in the development of a lifestyle, which, according to the organization, reduces employee absences.

In this report, I presented the design and results of an in-house project, more precisely within the UWTSD University, which was named LAKAJ Canteen. Subject to the above-mentioned provisions. The goal of the "LAKAJ Canteen to reduce congestion and promote a healthy lifestyle" initiative is to encourage a healthier lifestyle among employees and reduce the need to leave the office during lunch.

Based on a previously submitted presentation, this report presented project management tools and techniques and their usefulness.

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