

PROJECT PLAN DAGI

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Module: Managing projects in the organisation | BMSW₅₁₀₄

Programme: BA (Hons) Leadership and Management Skills for the Workplace

Initiation

1. Project scope: Onsite Catering Project for Manufacturing Organization

- Establishing efficient, cost-effective catering service for 1,000 employees.
- Planning, designing, and implementing fully equipped kitchen and dining area.
- Hiring and training catering staff.
- Setting up menu planning, food procurement, preparation, and waste management processes.

❖ Objective 1: reducing staff movement during lunch breaks

To alleviate congestion issues in the local area.

Establish an onsite cafeteria to encourage staff to stay on-site.

Offer a variety of healthy meal options.

Create comfortable seating areas for employees.

❖ Objective 2: promoting a healthy lifestyle (CSR)

To contribute to the organization's corporate social responsibility.

Design nutritious menus with vegetarian and vegan options.

Conduct educational workshops on nutrition and well-being.

Collaborate with local suppliers for fresh ingredients.

❖ Objective 3: reducing staff absenteeism

To improve overall employee health.

Implement wellness programs (e.g., Yoga classes, stress management).

Encourage health tracking through apps or wearable devices.

Collect feedback for continuous improvement.

Work Breakdown Structure (WBS)

3. Deliverables

❖ Onsite coffee:

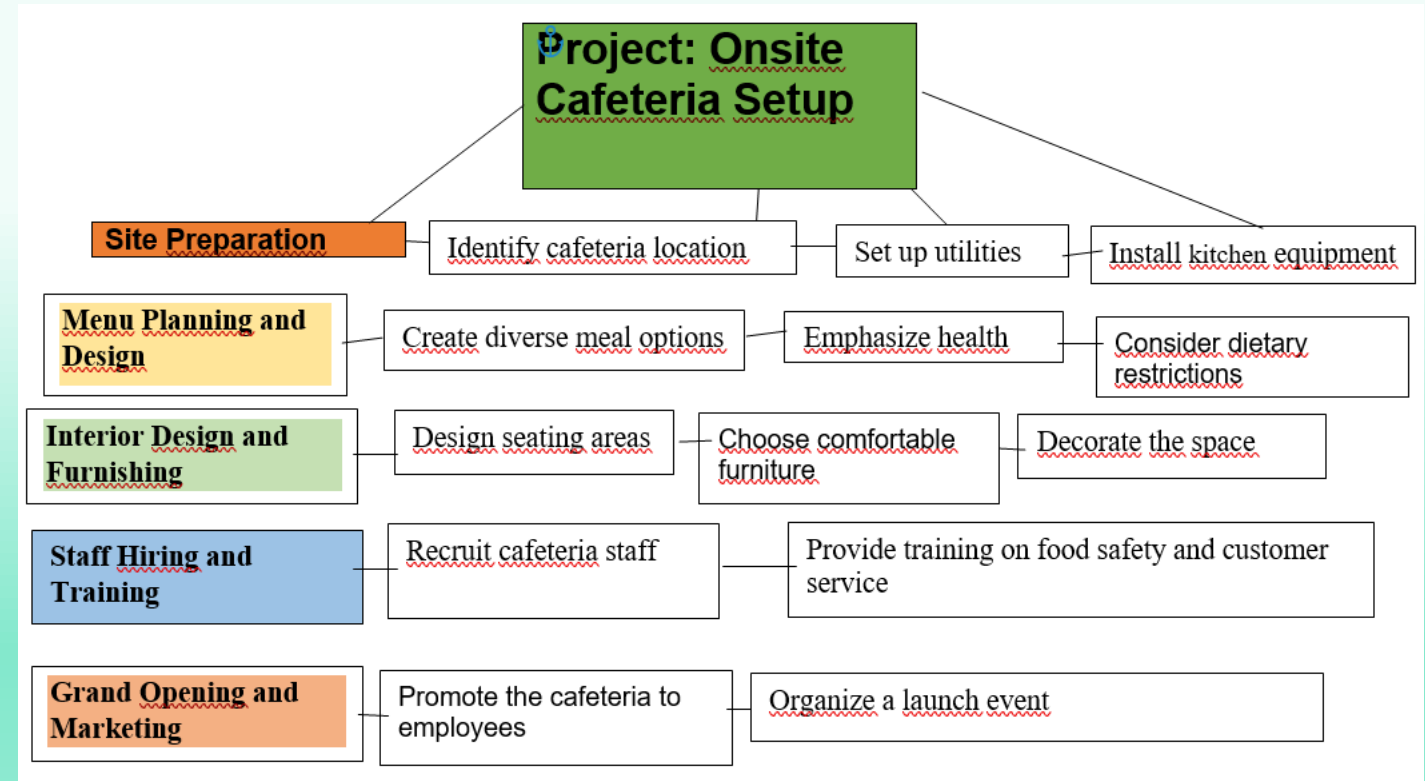
A fully operational cafeteria within the organization's premises.

❖ Menu options:

Diverse meal choices, emphasizing health and variety.

❖ Seating areas:

Comfortable spaces for employees to enjoy their meals.



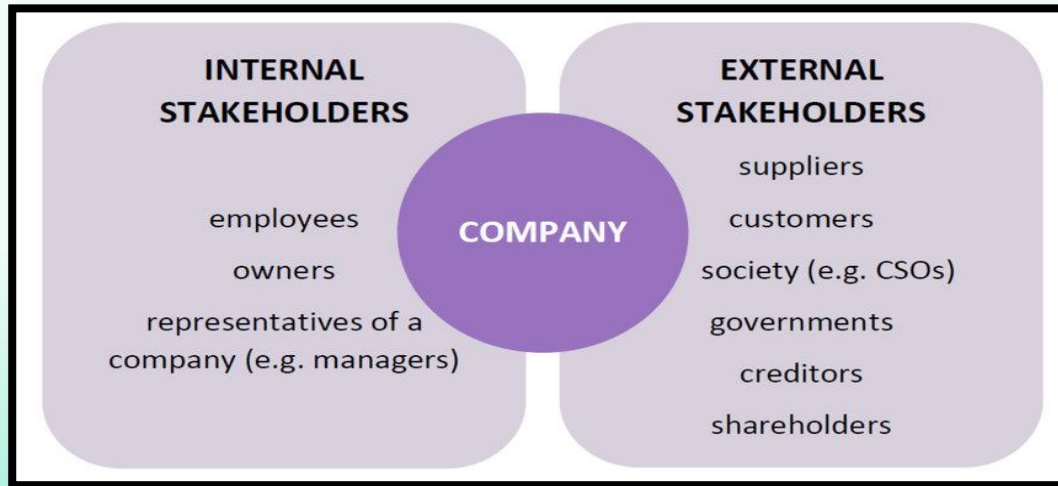
Resources

Stakeholders

Planning

Communication

Quad Chart



PURPOSE This project has 3 basic objectives which are: 1. reduce the movement of staff during lunch hours which creates congestion in the area. 2. Help and develop a healthy lifestyle. 3. reduce absentee staff following the beliefs of the company which is CSR.	CUSTOMERS This project is for the company staff .
DESIRED END RESULT 1. Create a healthy habit. 2. Comply with the company's beliefs that are corporate social responsibilities. 3. Obtain control of personnel in a certain area.	MEASURES OF SUCCESS Gain control of the work area. Reduction in absences thanks to an improved lifestyle.

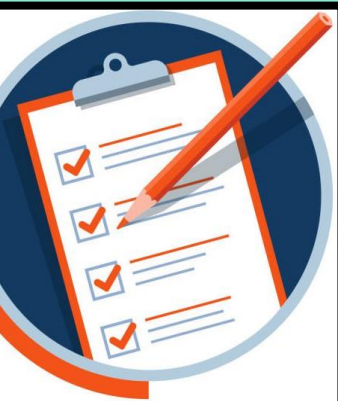
Materials



Physical Resources : We will need :

- Modular Building, equipment for the kitchen, and materials for the canteen setup.

Information



1. Permits and certificates that will be needed to carry out this project that focuses on a canteen.
 - Certified for food hygiene.
 - Registration with the local authorities (Food Business Registration – Gov.uk)
 - Work permits (Construction permits within the company area).

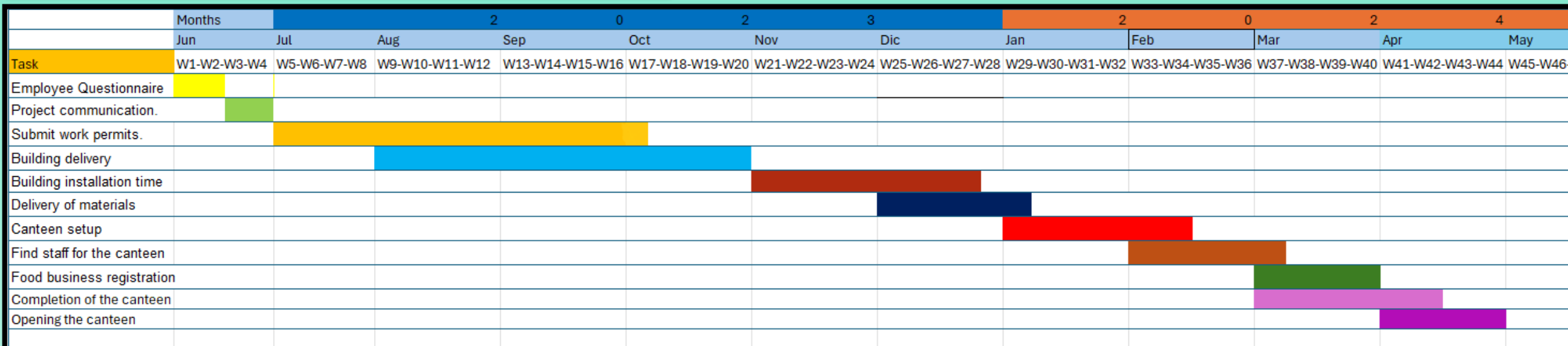
Description	Type	Interest	Delivery Method	Delivery Frequency	Audience
Project planning meeting	Mandatory	High	Face to face	First 2 months: Biweekly Weekly	Director
Project planning meeting	Mandatory	High	Face to face	First 2 months: Biweekly Weekly	Investors and shareholders
Team meeting Project planning	Informational	High -low	Online meetings	Monthly	Top- Level Management and middle management
Team meeting Project	Informational	Low	Online meetings	Monthly	Supervisors
Review meeting Project	Informational	Low	Emails	Monthly	Production Workers and staff

Column	Estimated
Modular building 400m²	£60,000
Equipment for the kitchen	£25,000.00
Accessories	£22,000.00
labour	£22,000.00
Planning permission	£700.00
Dessing Decoration	£2,500.00
Installation systems	£2,000.00

- Project grants - This is money the federal government gives to individuals, local government, or state.
- Finance funds - Company can get financing from Banks.
- Project budget - These are the estimated projected cost estimates to run a successful project. The Budget includes labour, operating, and material.

Schedule

To monitor progress I have used the Gantt chart



Execution Stakeholders' engagement



Stakeholders	Unaware	Resistant	Neutral	Supportive	Leading
Employees				C D	
Shareholders				C D	
Suppliers				C D	
Management					C D
Community			C D		
Government			C D		

PMBOK 5, p. 401

Importance / Influence Matrix

High Importance /
Low Influence

High Importance /
High Influence

A Employees	B Shareholders Suppliers
C Local community	D Government

Low Importance /
Low Influence

Low Importance /
High influence

Employees - meetings

Shareholders - report, emails

Management – meeting, emails

Suppliers - emails

Government – reports, emails

Community - Leaflets

Risk management

Strategies to address risk

Policies and Procedures
Training
Monitoring and supervision
Information management
Clear roles, expectations, and boundaries

Risk	Importance Impact	Likelihood Probability
Financial risk	H	M
Construction risk	H	L
Health and safety	L	M
Operational risk	L	M
Reputation risk	M	L

**Identify
Risk**

**Assess
Risk**

**Control
Risk**

**Review
Controls**

If you don't invest in risk management,
it doesn't matter what business you're
in, it's a risky business.

Closure

Seven key steps in formal project closeout.



Project closeout

Client closeout

Organisation closeout

Subcontract closeout

Risk assessment

Write a final report

Team closure

Lessons learned



Project closure issues

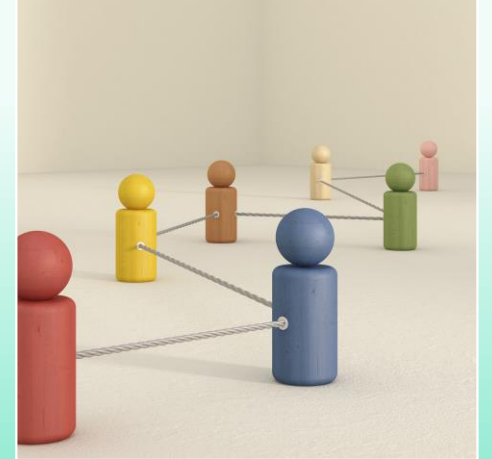
Emotional

Intellectual

Worked well



Needs Improvements



Issues



What's next



Thank you!

References

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