



MANAGING PROJECTS IN THE ORGANISATION (BMSW5104_LON)

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Introduction

In this report I am going to talk about our project management plan that outlines a comprehensive strategy for the successful execution of “Happy Plate”. At its core, this initiative aims to reduce the movement of staff during lunch break and help the staff to develop a healthy lifestyle which will reduce staff absenteeism. This undertaking holds significant relevance of our organisation, promising a good staff input. Through the following sections, I will delve into intricacies of the project to ensure a well-grounded approach to project management.

Project Background

In the vibrant venture of establishing a three-level restaurant project with a six-month timeline, the mission is clear: promote a healthier lifestyle among our employees while streamlining their lunch break experience. In response to the evolving needs of our workforce, we aim to introduce innovative menu options that not only cater to diverse dietary preferences but also incorporate locally sourced, fresh ingredients. This culinary initiative extends beyond traditional dining by introducing educational programs on nutrition and wellness, fostering a community committed to healthy living. Focused on reducing staff movement and efficiently catering to the nutritional needs of 1000 (one thousand) employees, the project aspires to foster a workplace culture that prioritizes well-being. This initiative aligns with our vision to evolve into a quality-driven and respected restaurant, redefining the connection between health and happiness. Additionally, partnerships with local farmers and suppliers underscore our commitment to sustainability, aligning with our broader of responsible and ethical business practices. The initiative not only aspires to foster a workplace culture that prioritizes well-being but also envisions the restaurant as a hub for employee engagement. We plan to host events, cooking workshops, and wellness seminars, creating a dynamic and inclusive environment. The restaurant’s design will reflect our commitment to aesthetics and comfort, ensuring that the physical space contributes to the overall well-being of our employees. As I embark on this culinary journey, my dedication to elevating not only the dining experience but also the overall lifestyle of our employees remains at the forefront. Through strategic planning and a commitment to our mission and vision, I aim to create a dining establishment that stands as a beacon of health, quality, and

satisfaction but also a catalyst for positive lifestyle transformation among our valued employees.

Stakeholder Analysis

Stakeholder Analysis is a comprehensive process integral to project and organizational management. It involves identifying and understanding all entities invested in or affected by a particular initiative. (Varvasovszky and Brugha, 2000) This analysis delves into the interests, needs, and concerns of each stakeholder, recognizing the varying levels of influence and power they wield. By mapping these relationships and measuring potential support or resistance, stakeholders can be prioritized, and targeted communication strategies can be developed. (Varvasovszky and Brugha, 2000) Additionally, addressing key issues and adapting strategies over time ensures that the analysis remains dynamic and aligned with evolving project or organizational dynamics. Ultimately, stakeholder analysis facilitates informed decision-making, risk mitigation, and the cultivation of robust relationships with those involved in or impacted by the endeavour. (Varvasovszky and Brugha, 2000)

In this case, for our restaurant we have created a diagram showing the power in a low/high priority and interest in low/high priority.

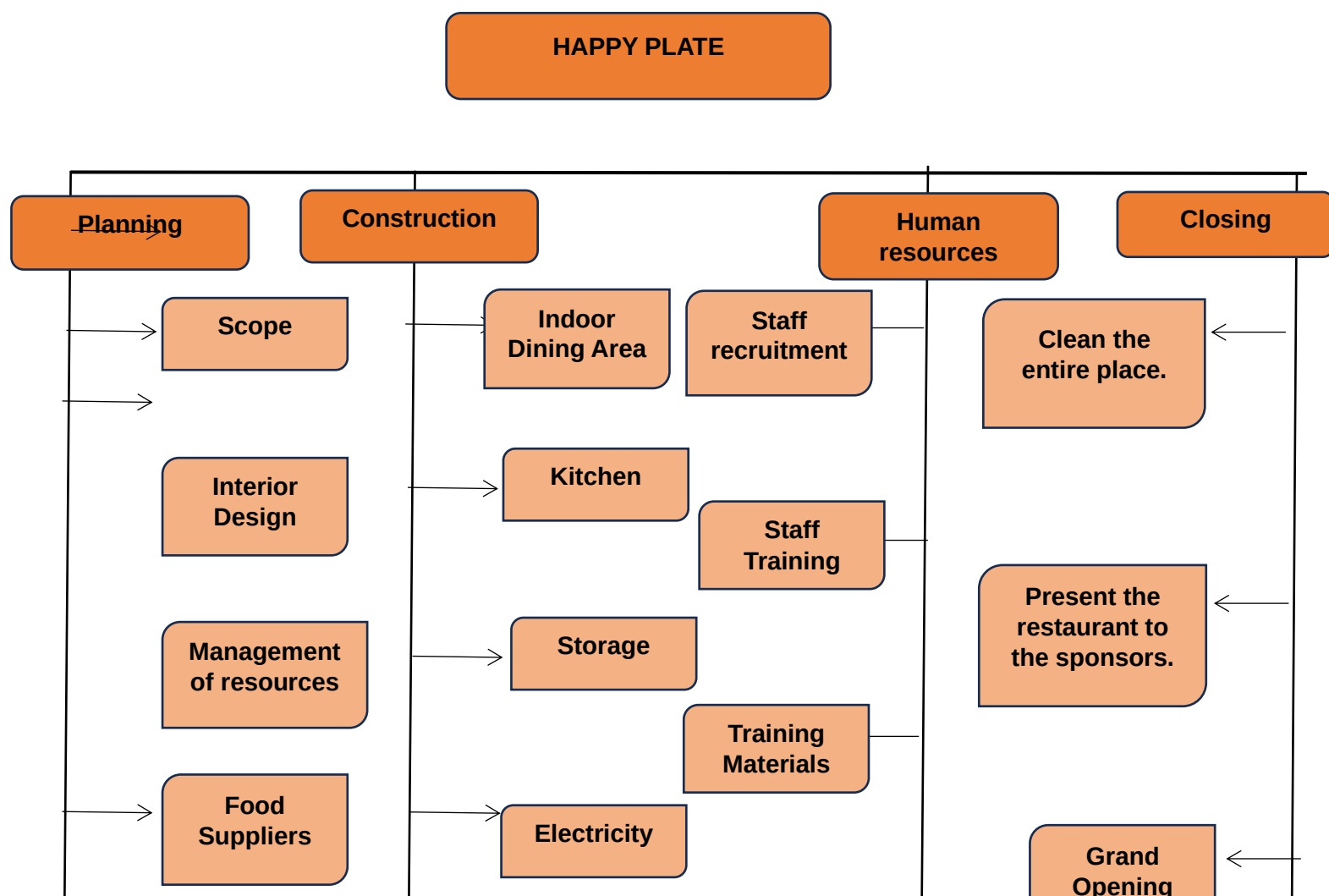
Stakeholder Analysis



Figure 1. Happy Plate project (Stakeholder Analysis)

Work Breakdown Structure (WBS)

A Work Breakdown Structure (WBS) is a visual and hierarchical representation of the entire scope of a project. It systematically breaks down the project into smaller, more manageable components, creating a structured framework. At the top level, it outlines the overarching goal or objective of the project. (Project Manager, 2022) As you descend through the levels, it further dissects the project into phases, tasks, and subtasks, providing a detailed view of the work to be accomplished. This breakdown aids in understanding the project's scope, organizing tasks, estimating resources, and facilitating communication among project stakeholders. (Project Manager, 2022) By creating a WBS, project managers can enhance project clarity, control, and communication, ensuring that every element of the project is identified, manages, and completed within the defined scope. The WBS is often represented as a tree diagram, offering a visual and intuitive description of the project's structure. (Project Manager, 2022)



The Work Breakdown Structure (WBS) for “Happy plate” outlines the key components and activities involved in the project. It provides a structured breakdown of tasks across planning, construction, human resource, and closing phases. Each element within the WBS represents a critical aspect of establishing and operating the restaurant. The WBS serves as a guide for project management, ensuring that all necessary steps are considered and executed systematically. By following this structured approach, the “Happy Plate” restaurant project aims to achieve its goals efficiently and with a clear understanding of the tasks involved at each stage.

Budget / Cost

Cost / Budget is a comprehensive process involving estimating, allocating, and monitoring project costs. It starts with estimating anticipated costs, followed by budget allocation to specific tasks. (Juma,2023) The core lies in monitoring actual expenses against the budget, analysing variances for corrective actions. Forecasting predicts future costs, while risk management addresses potential impacts on project costs. (Juma,2023) Clear reporting ensures transparency, and optimization seeks cost-effectiveness without compromising quality. Overall, it enables ongoing financial control, prevents overspending, and empowers informed decision-making for project success within defined constraints. (Juma,2023)

The estimated cost for opening the restaurant rises the amount of £200.000 and the time schedule starts on the 8th of December and finishes on the 8th of June (six month period). The objective of this restaurant opening, and management project is to satisfy the employees with the healthy meals and reducing staff absence. Furthermore, reducing the staff movement during coffee break and lunch time. Finally, to make a good profit and retain a good name in the restaurant and food manufacture.

Permits and Licensing	£10.000
Interior Design and Set Up	£50.000
Kitchen Equipment	£40.000
Furniture and Décor	£25.000
Staff Recruitment and Training	£30.000
Initial Food Supplies	£25.000
Marketing and Grand Opening Event	£20.000

Gantt Chart / Schedule

A Gantt Chart is a visual project management tool that aids in scheduling tasks over time. It comprises a task list detailing all project activities. The timeline, spanning the project duration, is divided into units like days or weeks. (Ramachandran and Karthik, 2019) Tasks are represented as horizontal bars on the timeline, their length reflecting task duration. Dependencies between tasks are illustrated with arrows or lines. Milestones, denoted by different shapes, mark significant project points. Some Gantt Charts include resource allocation details, indicating assigned team members. (Ramachandran and Karthik, 2019) As per project progresses, the chart is updated to reflect task completion, facilitating progress tracking. Overall, Gantt Charts assist project managers in planning, organising, and communicating project timelines effectively. (Ramachandran and Karthik, 2019)

GANNT CHART		
Tasks	Start Date	End Date
1) Concept Development	08/12/2023	09/01/2024
2) Interior Design Planning	10/01/2024	08/02/2024
3) Licensing and Permits	09/02/2024	15/03/2024
4) Hiring and Training Staff	16/03/2024	16/04/2024
5) Menu Development	17/04/2024	15/05/2024
6) Supplier Agreements	16/05/2024	30/05/2024
7) Grand Opening	08/06/2024	

Figure 2. Happy Plate project (Gantt Chart)

This Gantt chart for opening “Happy Plate” restaurant, outlines a structured timeline for key tasks. It begins with concept development, followed by interior design planning, licensing and permits acquisition, and hiring and training staff. The chart then progresses to menu development, establishing supplier agreements, and culminates in the grand opening. This visual representation serves as a comprehensive guide, helping manage and track the

various components crucial for the successful launch of the restaurant. The Gannt Chart provides a clear overview, enabling efficient coordination of tasks and timeline execution, ultimately contributing to a successful opening for “Happy Plate”.

Communication plan

A communication plan is a strategic framework that articulates how an organization how an organization or project intends to communicate information to its stakeholders. It serves as a roadmap, guiding the creation and dissemination of messages in a clear, consistent manner. (Indeed,2022) The importance of a communication plan lies in its ability to provide clarity and consistency, align messages with organizational goals, engage stakeholders effectively, optimize resources, address issues proactively, manage risks, contribute to project success, establish feedback mechanisms, and support continuous improvement. (Indeed,2022) By tailoring messages to specific audiences and anticipating challenges, as well-crafted communication plan plays a pivotal role in fostering understanding, building trust, and enduring the overall success of initiatives. (Indeed,2022)

COMMUNICATION PLAN					
Stakeholder identification	Stakeholder communication needs	Communication channels	Meeting schedule	Feedback	Review and adapt
Management	Project updates and strategic impact	Primary channels: email, weekly updates, important notices	Stakeholder weekly meeting every Friday at 2pm	Open door policy for feedback and concerns	Monthly review of communication effectiveness
Team members	Detailed tasks and progress reports	Secondary channels: Task assignments and document sharing	Team weekly update meeting every Wednesday at 10am	Monthly feedback sessions to assess communication effectiveness	Collect feedback through anonymous surveys
HR, Operations and other departments	Information on how the project affects our workflows				Adjust based on stakeholder input and project progress.

Figure 3. Happy Plate project (Communication Plan)

In the comprehensive stakeholder engagement plan devised for the “Happy Plate” restaurant project, stakeholders have been identified to include:

- Management, Team Members, HR Operations, and other relevant departments. Recognising the diverse communication needs, the plan addresses the requirement for project updates and strategic planning, along with detailed information on tasks and progress reports, emphasising how the project influences daily workflow.
- The communication strategy features a tiered approach, with primary channels such as email, weekly updates, and important notices catering to essential information dissemination. Secondary channels, focusing on task assignments and document sharing, provide additional avenues for collaboration and information exchange.
- Schedule meetings play a pivotal role in maintaining a structured communication flow. Stakeholder weekly meetings every Friday at 2pm provide a dedicated forum for broader discussions, while team weekly update meetings every Wednesday at 10am ensure a focused environment for task-specific updates coordination.
- The feedback mechanism is robust, encouraging stakeholders to express concerns and opinions through an open-door policy. Monthly feedback sessions facilitate a more formal assessment of communication effectiveness, with the added dimension of anonymous surveys collecting valuable insights. This data-driven approach allows for a nuanced monthly review, enabling the project team to adapt strategies based on stakeholder input and overall project progress.

The initiative nature of the plan ensures not only effective communication but also continuous improvement throughout the restaurant opening process.

Risk Management

Risk management is a comprehensive process starting with identifying potential internal and external risks. Following identification, a thorough assessment evaluates the likelihood and impact of each risk, aiding in prioritization. (Tucci, 2023) The next step is risk mitigation, involving strategies to minimize or eliminate risks, such as preventive measures or contingency plans. The process continues with continuous monitoring and review, ensuring adaptability as the business environment evolves. (Tucci, 2023) Furthermore, communication is vital, conveying risk and mitigation strategies to stakeholders for awareness and collaboration. Last, the importance of risk management lies in its contribution to proactive decision making, optimizing resources, and enhancing stakeholder confidence. (Tucci, 2023)

In the context of the “Happy Plate”, here are some important things to think about.

- First, to be ready for any issues of getting fresh, local ingredients by having back up suppliers and good communication.
- To follow health and safety rules closely and have plans in case there are unexpected health issues or rule changes.
- To keep employees engaged in wellness programs, use clear communication, and offer incentives.
- To expect possible delays in the interior design, so we need to work closely with the architects to set realistic timelines.
- To check if nutrition and wellness programs are effective by getting feedback.
- To help employees adjust to a new lifestyle with support like workshops.
- To market events and seminars well to avoid low turnout.
- To keep our premises to local farmers and suppliers to stay sustainable and ethical.
- And finally, to keep an eye on things and be ready to adapt for a successful project.

Conclusion

In conclusion, the “Happy Plate” project is poised to revolutionize our organization by creating a three-level restaurant that not only caters to the diverse dietary preferences of our employees but also fosters a culture of wellness and community engagement. The stakeholder analysis has provided valuable insights into prioritizing communication strategies and building robust relationships. The Work Breakdown Structure (WBS), outlines the key components, ensuring a systematic approach to project management. The budget highlights a financial plan, estimating costs and timelines for each phase. The Gantt Chart visually guides the project timeline, aiding in efficient coordination. The communication plan demonstrates a tiered approach to engage stakeholders effectively, promoting transparency and feedback. Lastly, the risk management considerations underscore the importance of adaptability and proactive decision-making for a successful project. As I embark on this culinary journey, the dedication to enhancing both the dining experience and the overall lifestyle of our employees remains steadfast. Through strategic planning and commitment to our mission and vision, “Happy Plate” aspires to become a beacon of health, quality, and satisfaction, driving positive lifestyle transformations among our valued employees.

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Appendix

In this appendix I am going to attach the presentation regarding the opening of our restaurant “Happy Plate”.



**Managing projects in
the Organization**

BA Management and Leadership for the
Workplace
Module code: BMSW5104_LON
Lecturer's name: Alfred Mensah

PRIFYSGOL CYMRU
Y Drindod Dewi Sant
UNIVERSITY OF WALES
Trinity Saint David



Project name:

The Happy Plate

Presentation outline

Introduction

Project Initiation

Project Planning

Project Execution

Project Closure

Conclusion

References List



Alina Cocirlea
(2123036)

Project Initiation

Introduction

- **Project type:** Restaurant
- **Structure:** Three levels
- **Duration:** Six months
- **Mission:** Promotion of a healthy lifestyle among the employees
 - Reducing the staff movement during the lunch breaks
 - Feeding 1000 employees
- **Vision:** Became a quality and respected restaurant
 - Embrace a new understanding of health and happiness



DELIVERABLE

- **Three levels:** Ground floor for ordering, Level 2 and Level 3 for spacious dining
- **Detailed Plan**
 - Interior Design
 - Staffing
 - Menu Development
 - Grand opening

Timeline	Tasks
Dec 8 - Jan 9	Project approval, finalize concept, design, and menu.
Jan 10 - Mar 22	Implement interior design. Recruit and train staff.
Mar 23 – Apr 28	Finalize menu. Conduct taste tests.
Apr 29 – 8 Jun	Grand opening. Marketing to attract employees of the site.

Stakeholder Analysis



Artiola Stana
(2121201)
Project Planning

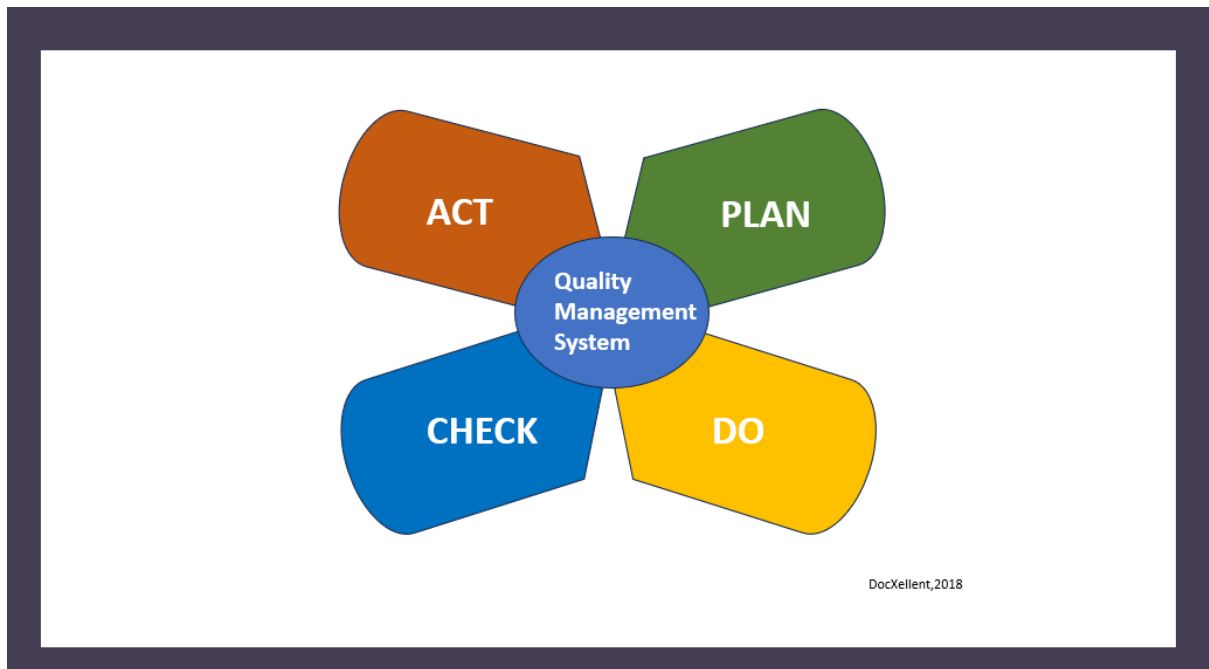
COMMUNICATION PLAN

Stakeholder identification	Stakeholder communication needs	Communication channels	Meeting schedule	Feedback	Review and adapt
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HR, Operations and other departments	Information on how the project affects our workflows				Adjust based on stakeholder input and project progress.

(Martins, 2022)

GANNT CHART

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Restaurant Opening & Management Project

Objective

The objective of this restaurant opening, and management project is to satisfy the employees with the healthy meals and reducing staff absence. Furthermore, reducing the staff movement during coffee break and lunch time. Finally, to make a good profit and retain a good name in the restaurant and food manufacture.

Timeline	8 th December - 8 th June
Budget	£ 200,000
Managers	Alina Cocirlea, Artiola Stana, Ayten Tair, Cezar Stroescu

Ayten Tair (2121081) Project Execution



Risk management
Plan



Budget/Financial
resources





Cezar Stroescu
(2123047)
Project Closure

Project closure

Matching of conduction of requirements

Conducting a thorough review of project outputs.
Comparing outputs with initially defined requirements.
Addressing any disparities to ensure alignment with project goals.
Providing formal documentation and validation of each deliverable.



Final reporting of all outputs

Providing stakeholders with insights and a holistic view of the project journey.
Compelling a comprehensive report summarizing all project outputs.
Including achievements, challenges, and lessons learned.



Final processing

Resolving financial matters, finishing documentation, and closing contracts or agreements.
Completing outstanding administrative tasks for project closure.



Project closure

Conducting a collective review of project success and its impact.
Celebrating achievements, acknowledging contributions, and assessing project management effectiveness.
Holding a formal project closure meeting to mark the official end of the project and transition responsibilities.



Conclusion

- Critical role of conduction and control is essential for ensuring the success of the "Happy Plate" project.
- Effective team building and communication are pivotal for project success.
- Steering and controlling processes are necessary for managing project dynamics.
- Project closure activities provide a formal conclusion to the project.



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