

Module Name: Managing Projects in the Workplace

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Executive Summary

Home Made Food (Portuguese Cuisine)

The plan for this business is to bring a new flavour to a different part of a City in UK (Countryside Village) called Calverton. Calverton is a significant village and friendly located in a tight valley, 7 miles north-northeast of Nottingham and includes 1,427 populations and 3,325 lots of lands.

It will be a typical small business organisation starting primarily with a unique selling point for Business to Customer (B2C) which will be a unique choice of Portuguese homemade food that will be delivered to your doorstep.

The project is built on the prospect of buying from Calverton beneficial and reasonable food. The strength of the business is a family friendly technique, a reasonable cost, a friendly environment and food delivered on time and fresh and directed by a long-experienced Hospitality chefs, manager and employees.

The focus of the business will aim in various types of objectives and variety of the food runs from breakfast, lunch, dinner and appetizers. The project will be a part of a wonderful neighbourhood and community of Nottinghamshire. By setting up this project, the business has plan that could ensure the existence of the business and to get the temporary objective.

As we know, technology will be very beneficial for the business and it will be using several platforms in the future such as Deliveroo, Uber Eats and Just Eat to expand all around Nottinghamshire the Portuguese Cuisine deliver by members of staff by car, motorbike or electrical bicycles.

The business will build up a bond with the community, customers and an honest and a substantial relation between people who wants to benefit from a different kind of condiments from others. The short-term goals will be creating the business to begin with methods of deliveries, a small outline of the option to purchase with the company a suitably catering business. The medium-term goals will be Establishing an electronic Portuguese kitchen department of teaching, reproducing methods in books, opening a supermarket and in a long term to start up a restaurant that possibly will be the first of new franchising of Portuguese restaurants.

BUSINESS STRUCTURE

In this business project, everyone will work different shifts coordinated energetically with intention to carry out the company open 7 days a week, no closing in Bank Holidays, working five shifts per week for each staff and two days off work for maximum of 40 hours per week so, the environment of the workplace will be able to be managed by two moments of the day which is lunch and dinner services.

Lunch time most of the time is a busy moment but, in case is not busy, it is a perfect time to devote in term of tidying up the products, food, packing for delivery, organising the already made orders and setting in place the food preparation for dinner and the next day food. The collaboration with the local farmers as a providers will be very important for the business, it will be a Portuguese cuisine made by using English natural cuisine products and environmental packaging.

Considering the schedule, it will be planned which everyone will be learn different shifts from opening to closing and how to achieve all activities that the job request. The key target is to form a reasonable menu with maximum of orders, and everyone could order as much as they want via online such as Just Eat, Uber Eat and Deliveroo.

Mission

The business mission is to deliver a quality of a good food, healthy, affordable and tasty food providing. It is a minor company meaning establishment of a private entrepreneurs that will start a full general alliance B2C business to customers by delivering Portuguese cuisine in the top-quality following recipes and ingredients which has been passed through generations of the family.

Portuguese cuisine will be presented in sustainable and recycled packaging the environment, to make sure and make equal open resources while helping creativity and improvement.

VISION

Vision gives people together with food to respect the planet and it will provide in everything that could be globally friendly. The main resources are to applying a unique kind of advertising strategy and including all the potential technologies. The company vision involves cooperation with the local farmers to provide the business with local dairy products, fruits, vegetables, poultry and meat.

Also, there is a lack of chance to decide a unique types of food in the community so, this company will be an opportunity to give that chance for the neighbourhood. Nevertheless, the business top secret is not only because of a fair price and close by obtained products but also a friendly environment packaging which will be helpful for the company system and very important for the future of our new generation.

The top rate nearby obtaining ingredients for the traditions recipes delivered through generations and the company unique selling point will make it every day fresh desires and love that every client who will taste the company cuisine there will be a smile on their face because of the excellent

customer service the company will offer beside the delicious taste and flavour of the food with the high standard quality.

AIMS	OF	THE	BUSINESS
To achieve these goals with, the business needs Bank and Building Society investors to start. Building Societies are joint association which means they owned by their consumers, they offer current and savings accounts so they can be a substitute choice to a traditional bank.	A significance of achieving basic actions by promoting a risk assessment in the building, creating Hazard Analysis and Critical Control Point HACCP papers and responsibility food hygiene instruction.	There are four key managing principles of stakeholder's engagement and instruments that businesses in the food production such as Portuguese Cuisine can be able to improve this development stakeholder setting and create beneficial long-term bond that generate a position for everybody.	The steps to take for registering Portuguese Cuisine project and be legally compatible. How to make business and premises ready for food hygiene inspection.
What matters of all the pieces of the business plan must protect, as well as the executive summary, business description, marketing plan, and financial plan.	How to bring market research to understand about existing things and developments in Portuguese Cuisine production, evaluate rivals, and learn about objective consultation.	This company must and be capable to have enough money to pay off all its cost, loans and have enough currency left to continue so, an entrepreneur achieving an amount of income that will permit and keep on the business running.	How to find the best marketing strategies to successfully sell of the products and or services and develop Portuguese Cuisine.

PORTUGUESE CUISINE SCOPE INCLUDES

Very business needs a project scope whether small or large businesses and it is used managers that project the business to verify the expectation outcomes of the project, any other restrictions or expectations in which the job will be delivered, it is something that have to be decided by everyone involved in it and including any clients, business team and stakeholders.

A project scope statement across all can be found as a strong agreement retained in the business and its teams, also the stakeholders and clients in making some expected results. To be able to be productive a project should follow the framework in the project scope statement, and it is critical that the business and its teams classify and plan all the possible boundaries and limitations concerning the project scope management plan so that it can be debated with the business stakeholders or client.

All this will make sure that any possible difficulties will not be surprising in their circumstance during project work and performances kind of planning. It also requires that the business client and stakeholders can support business with the required information, supplies or help it needs. A project manager and the project crew must find any theories placed in the scope statement as part of the project scope list

Justification; justification explain the need of a project and how it is addressed. Assumptions: in the scope of business management, adjustments are continuous, and team could face some fears. The project scope announcement should summarise the process the business will follow in referring any tentative evidence during project.	Product scope description: it is the planning of a project plan, it is a process of identifying and knowledge the scope is necessary to do before any business starts. The project scope outcome, service and general results of the business project must be defined, and all the involvers can be related to identified prospects in the project scope management plan.	Acceptance criteria: in process of project scope, generally there are particular requirements that needs to be encountered before any project deliverable are excluded, these requirements are known as recognition standards.
Deliverables: this project scope are well-known as the project aims, the deliverable of a project scope article can relate to the effects and outcomes or services that the business project will deliver its achievement or during its reproduction.	Project exclusions: means including all the work that have to be produce as part of the business project, also, it is significant to involve what will not be done as part of the project so that any suspicions or theories are explained completely for all participating.	Limitations: describes the boundaries set on what is likely to succeed.

STAKEHOLDER ANALYSIS

Is a method that is very important in identify and analyse the needs of interested participants in business project associated to a particular effort. The stakeholder analysis will prevent the business from being removed in various directions also, it will help in find level of impact accordingly because deal with stakeholders is not an easy task, according to diverse alliances with wide-ranging objectives, agenda and interests.

Benefits and influence of all stakeholder's analysis is when a business project finds out who has the most power in controls the job and protects the company from problems and make easier to aim more strength on the purpose. By finding matters that can interrupt the smooth flow of the business events, to become the greatest out of the business activities, Portuguese Cuisine need to try and know to expect stakeholder responses about activities also, finding possible parts of conflict as well as figure out ways to handle the activities.

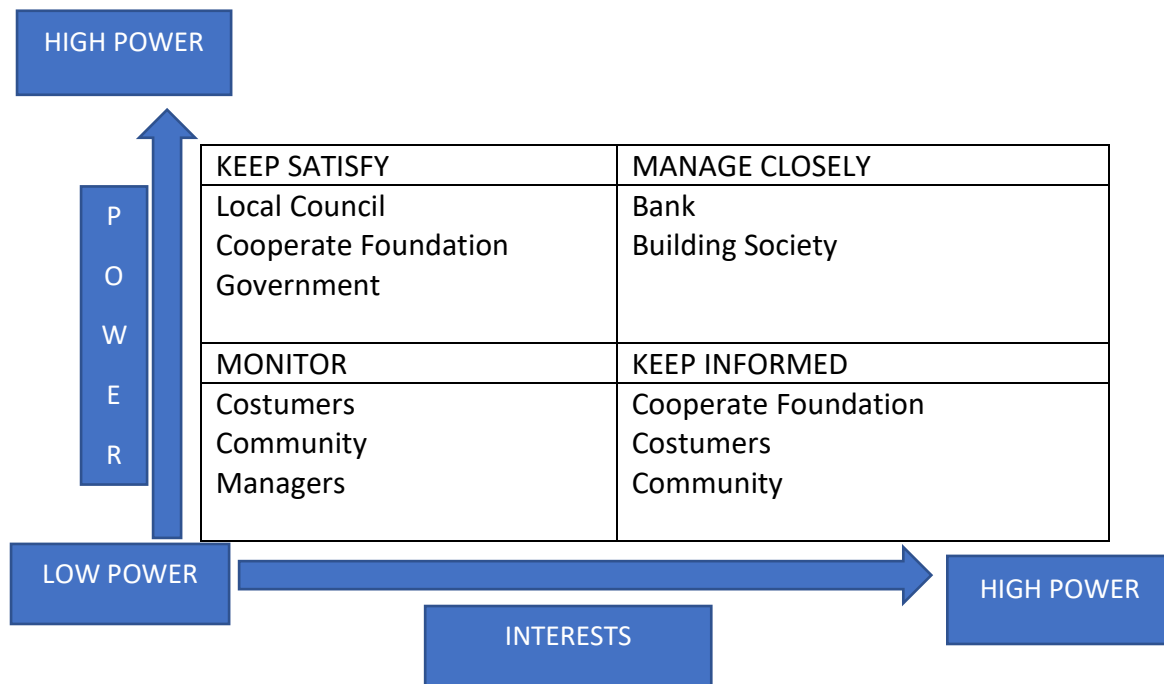
Finding ways of communicating with different stakeholders it includes continuous communication one-to-one conference creates for a position where everyone completely understands. Classifying the impact of possible negative stakeholders is analysing each stakeholder and how they view the business responsibilities and to realise the important factor is the greatest example to stop the conflict and achieve their support.

What is a Stakeholder

Stakeholder it can be anyone or a group of people that has an interest in the business decisions or activities and generally it involve workers, dealers, consumers and investors. As we know as well, stakeholders also can include authority, community, trade organisation and it involves anyone who meet up with these standards:

- ***The organisation owes them a legal obligation.***
- ***Could be impacted by the activities and decisions of the organisation.***
- ***May express concerns about its activities and decision.***
- ***Has been involved in the past regarding similar concerns.***
- ***Can help the organisation address impacts.***
- ***Could impact its ability to meet its responsibilities.***
- ***Would be disadvantaged if excluded from engagement.***
- ***Would be affected in the value chain***

Prioritize Your Stakeholders

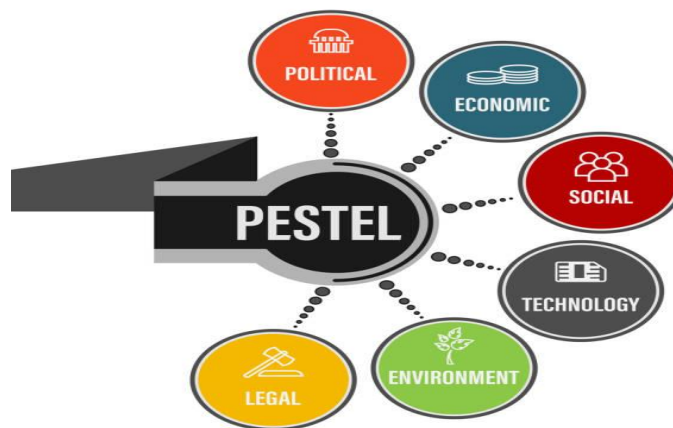


- **High power - High interest:** are the stakeholders, choice creators and have the major effect on the project success.
- **High power - Low Interest:** are the stakeholder vital to keep in loop, these stakeholders must be kept happy still though they are not interested as they produce.
- **Low power – High interest:** keep these people effectively informed, discuss to them to make sure that no main concerns are rising.
- **Low power - low interest:** monitor these people, but do not drag them with extreme communication.

PESTLE

Also, there are an internal stakeholder, they are people or groups that are benefit in the business that comes through a direct relationship with it and these are also described to as primary stakeholders. For example, employees are the example of it, owners, investors, planned partners aa well. An external stakeholder is an individual or company effected by the operations of a business, also It may well involve providers, creditors or the public that is surrounds a business and there are also described to as second stakeholders.

PESTLE is other analysis that it is very important in the business plan, it is applied to discover the factors that involve outside of an organisation. PESTEL stands for Political, Economic, Social, Technological, Environmental and Legal factors. By using the PESTLE Framework, has been examined the international nature of Portuguese Cuisine and embraced PESTLE in preference of the business development.



Political Factors: is a factor in benefit of Portuguese Cuisine because of the flexibility of Government policy in the direction of food manufacturing, tax and labour law.

Economic Factors: evaluate tactic that implemented take into account, declines, financial growth and unemployment costs and those impacts the obtaining control of customers.

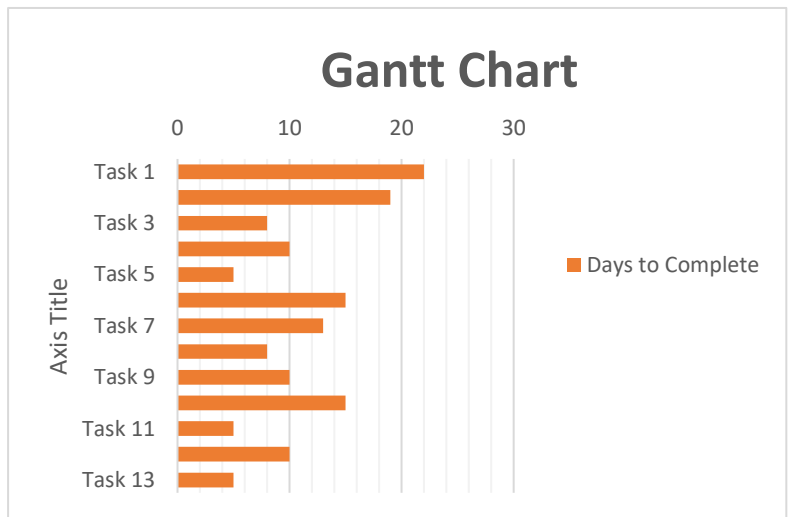
Social Factors: is kind of culture, lifestyle attitude, demographics, age and cultural obstacles has been respected.

Technology Factors: Portuguese Cuisine highlights the purpose of technology and its innovation.

Legal Factors: Portuguese has the appropriate understanding about customer law, safety and health law to operate ethically.

Environmental Factors: this company plan is concerned of its Corporate Social Responsibility (CSR) and sustainability to be concerned about the environment and microclimate change.

Task		Start Date	Days to Complete
Task 1	B. Location	10-Jan	22
Task 2	Registrations	01-Feb	19
Task 3	Bank	20-Feb	8
Task 4	Investors	28-Feb	10
Task 5	Authorisa-	10-Mar	5
Task 6	Partners	15-Mar	15
Task 7	Farmers	30-Mar	13
Task 8	Delivery	12-Apr	8
Task 9	Employee's	20-Apr	10
Task 10	Equipment's	30-Apr	15
Task 11	Ingredients	15-May	5
Task 12	Marketing	20-May	10
Task 13	Chefs	30-May	5



CONCLUSION

The conclusion of this business plan is to show and bring something completely different in area that that the community are not aware of in term of multi-cultural taste, diversity also, to bring healthy diet. The project will build up on the prospect of buying and selling from Calverton beneficial and reasonable price and food for families and friends around Nottinghamshire with a friendly environment and food delivered on time and fresh.

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