



University of Wales Trinity St David

BA (Hons) Leadership and Management Skills for the Workplace

Managing Projects in the Organisation

BMSW5104

Task 2 - Evaluation of Project Management Plan (2.500 words)

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Executive Summary

This project management plan delineates the strategic framework for the successful execution of the "Healthysh Canteen: Promoting Wellness Through Nutritious Food Choices" initiative within our organization. In response to constructive feedback received during the presentation, the plan has been refined to address key components such as project scope, stakeholder analysis, Work Breakdown Structure (WBS), cost/resource estimation, project schedule, and risk assessment.

The primary goal of the project is to redefine the organizational canteen, placing an emphasis on health and wellness. The scope encompasses the introduction of a new menu, staff training, marketing efforts, and full-scale implementation. Objectives include offering diverse nutritious options, educating employees on healthy choices, and creating an environment supportive of overall well-being.

Stakeholders, including employees, canteen staff, HR department, and senior management, have been identified, and their interests and expectations integrated into the plan to facilitate effective communication and engagement.

The Work Breakdown Structure (WBS) outlines four key phases: menu redesign, staff training, marketing and awareness, and implementation. Each phase is accompanied by specific deliverables critical for project success.

Cost/resource estimation includes budget allocation for various project aspects, with consideration given to material costs, training expenses, and promotional budgets. The acknowledgment of personal time commitment from team members, even if perceived as zero cost, is integral.

A detailed project schedule, visualized through a Gantt chart, ensures a systematic and time-bound implementation. Risk assessment identifies potential challenges, including resistance to menu changes, training issues, and budget constraints, with corresponding proactive mitigation strategies and contingency planning.

This project management plan is an integrated roadmap, aligning with academic models and theories, to foster a health-centric workplace, reflecting the organizational commitment to holistic employee well-being.

Project outline, description and scope

The project, titled "Healthysh Canteen: Promoting Wellness Through Nutritious Food Choices," is a strategic initiative aimed at transforming the organizational canteen into a hub for health and well-being. The overarching objective is to redefine the canteen environment, offering a diverse range of nutritious food options, educating employees on healthy choices, and fostering an overall supportive atmosphere for well-being.

The project unfolds across four integral phases, each contributing to the holistic transformation of the canteen. The first phase involves a comprehensive redesign of the

existing menu to incorporate healthier options. The second phase focuses on training canteen staff to adapt to new cooking techniques and align their skills with the project's health-centric goals. The third phase encompasses marketing and awareness initiatives, ensuring that employees are informed and motivated to embrace the changes. Finally, the fourth phase involves the full-scale implementation of the project, bringing the redesigned menu, trained staff, and awareness efforts together.

"Healthysh Canteen" is not merely a project but a strategic endeavor to instill a culture of health and wellness within the organization. It responds to the need for a canteen environment that goes beyond serving meals, becoming a proactive contributor to employee well-being. Through a blend of menu redesign, staff training, and targeted awareness campaigns, the project aims to create a space that not only offers healthier food choices but actively promotes and educates employees on the benefits of a balanced and nutritious diet.

The scope of the project is comprehensive, spanning the entire transformational journey of the canteen. It includes tangible outcomes such as a redesigned menu, trained canteen staff, and a thoroughly informed and engaged employee base. Additionally, the project scope extends to intangible aspects, such as the creation of a positive and health-focused organizational culture. By targeting these multifaceted dimensions, "Healthysh Canteen" aspires to leave a lasting impact on the well-being and health consciousness of the organizational community.

Stakeholders Analysis

Stakeholder analysis in project management is a systematic and comprehensive process of identifying, assessing, and understanding the individuals, groups, or organizations that have a vested interest, influence, or impact on a project. The purpose of stakeholder analysis is to recognize the diverse perspectives, expectations, and requirements of these stakeholders, enabling project managers to effectively engage with and manage relationships throughout the project lifecycle. (Lucidchart, 2023)

Stakeholder analysis for the "Healthysh Canteen: Promoting Wellness Through Nutritious Food Choices" project is critical for understanding and addressing the diverse interests and expectations of key individuals or groups affected by or influencing the project. Identification and engagement of stakeholders play a pivotal role in the success of the initiative.

Key Stakeholders

Employees

- Desiring access to a diverse array of healthier food options, anticipating improvements in personal well-being, and seeking positive adjustments in their daily routines.
- Employees' active participation and adoption of healthier food choices are central to the project's positive outcomes.

Canteen staff

- A keen interest in adapting to new cooking techniques, undergoing necessary training, and potential changes in their daily work routines.

- The effective integration and support of the canteen staff are pivotal for the successful execution of the redesigned menu and wellness initiatives.

HR Department

- A focus on enhancing overall employee well-being, foreseeing potential reductions in sick leave days, and alignment with the broader organizational health and wellness objectives.
- As a strategic partner, the HR department plays a vital role in implementing and championing health and wellness initiatives across the organization.

Senior Management

- Anticipating a positive impact on organizational culture, alignment with corporate values, and potential improvements in employee productivity and satisfaction.
- As decision-makers and project sponsors, the senior management team's backing is indispensable for securing resources and organizational commitment to the project.

Stakeholder Engagement

Effective communication and engagement strategies will be deployed to ensure stakeholders are well-informed, actively involved, and supportive throughout the project's lifecycle. Regular updates, feedback mechanisms, and inclusion in decision-making processes will be integral to maintaining a collaborative approach. (Pernille Eskerod, 2015)

Stakeholder Management

By recognizing the power and interest of each stakeholder, a classification into categories such as high influence, high interest, low influence, and low interest will guide tailored communication plans and engagement strategies. This approach aims to maximize positive impact and minimize potential resistance. (Karlsen, 2015)

Power - Interest Gird			
High	Keep Satisfield	Manage Closely	
Power	-Managers -Employees -Investors	-Council -Suppliers	
	Monitor	Keep Informed	
	-Competitors	-Local peoples	
Low	Interest		High

Work Breakdown Structure (WBS)

The Work Breakdown Structure (WBS) is a hierarchical decomposition of a project into smaller, manageable components, tasks, and deliverables. It serves as a visual and systematic tool for project management, breaking down complex projects into digestible elements. The WBS provides a clear roadmap, delineating project phases, tasks, and dependencies, aiding in effective planning, resource allocation, and communication. It is instrumental in organizing project work, facilitating team collaboration, and ensuring that project objectives are achieved in a structured and efficient manner. (Vasile Zecheru, 2016)



The "Healthysh Canteen" project is structured into three distinct phases, each integral to achieving the overarching goal of promoting wellness through nutritious food choices.

Menu redesign

This phase initiates with a comprehensive exploration of healthy food trends through market research. Collaboration with nutritionists follows, ensuring the integration of expert insights into the menu planning process. The subsequent tasks involve crafting a visually appealing and informative menu that aligns with health-centric objectives. Obtaining necessary approvals and feedback from stakeholders concludes this phase, securing essential buy-in and addressing potential concerns.

Staff training

The second phase concentrates on preparing the canteen staff for the project's transformative measures. Tasks include identifying training needs, developing modules on nutrition and healthy cooking techniques, conducting training sessions, and systematically assessing staff competency while providing additional support if needed.

Marketing and awareness

The final phase is dedicated to fostering awareness and engagement. This involves the development of marketing materials promoting healthy choices, implementation of an awareness campaign through diverse channels, organization of informational sessions or workshops for employees, and gathering feedback to evaluate the effectiveness of the awareness efforts.

Each phase is intricately designed to contribute to the holistic transformation of the canteen, emphasizing collaboration, skill enhancement, and active engagement to ensure the successful implementation of "Healthysh Canteen."

Deliverables

The "Healthysh Canteen" project encompasses a set of meticulously defined deliverables across its three key phases, each contributing to the project's overall success. (York, 2023)

Menu Redesign Deliverables

The Menu Redesign phase produces a comprehensive market research report, laying the foundation for informed decision-making. Collaborating with nutritionists results in a menu that is not only designed to meet health standards but is also a collaborative effort. The deliverable of a visually appealing and informative menu aligns with the project's objective of promoting nutritious choices. Stakeholder feedback and approval documentation provide a crucial mechanism for securing buy-in and ensuring that the redesigned menu resonates positively with stakeholders.

Staff Training Deliverables

In the Staff Training phase, the project produces a report identifying training needs, a fundamental guide for crafting targeted training initiatives. The development of comprehensive training modules addresses specific nutrition and healthy cooking techniques, ensuring staff readiness. Completion of training sessions is a tangible

deliverable, and staff competency assessment reports gauge the effectiveness of the training, providing insights into further support requirements.

Marketing and Awareness Deliverables

For Marketing and Awareness, the deliverables include the creation of engaging marketing materials such as posters, flyers, and digital content to promote healthy food choices. The implementation of an awareness campaign is a tangible outcome, fostering a culture of health. Materials for informational sessions or workshops contribute to employee education. The final deliverable, a feedback report on the effectiveness of the campaign, provides valuable insights for refining future initiatives and gauging the campaign's impact.

These deliverables collectively represent tangible outcomes, documentation, and tools that contribute to the successful implementation of the "Healthysh Canteen" project, ensuring that each phase achieves its intended objectives and contributes to the overarching goal of promoting wellness through nutritious food choices in the organizational canteen.

Costs/Budget

Determining the exact cost for the project would require a detailed breakdown of expenses, which can vary based on factors such as location, scale, and specific requirements. (express, 2023)

However, I can provide a general allocation of the £200,000 budget across the key project phases:

Menu Redesign

- Market research: £20,000
- Collaboration with nutritionists: £30,000
- Designing a visually appealing menu: £25,000
- Stakeholder feedback and approvals: £15,000

Staff Training

- Identifying training needs: £10,000
- Developing training modules: £30,000
- Conducting training sessions: £25,000
- Staff competency assessment: £15,000

Marketing and awareness

- Developing marketing materials: £20,000
- Implementing awareness campaign: £40,000
- Organizing informational sessions: £25,000
- Gathering feedback on campaign effectiveness: £15,000

Contingency and Miscellaneous

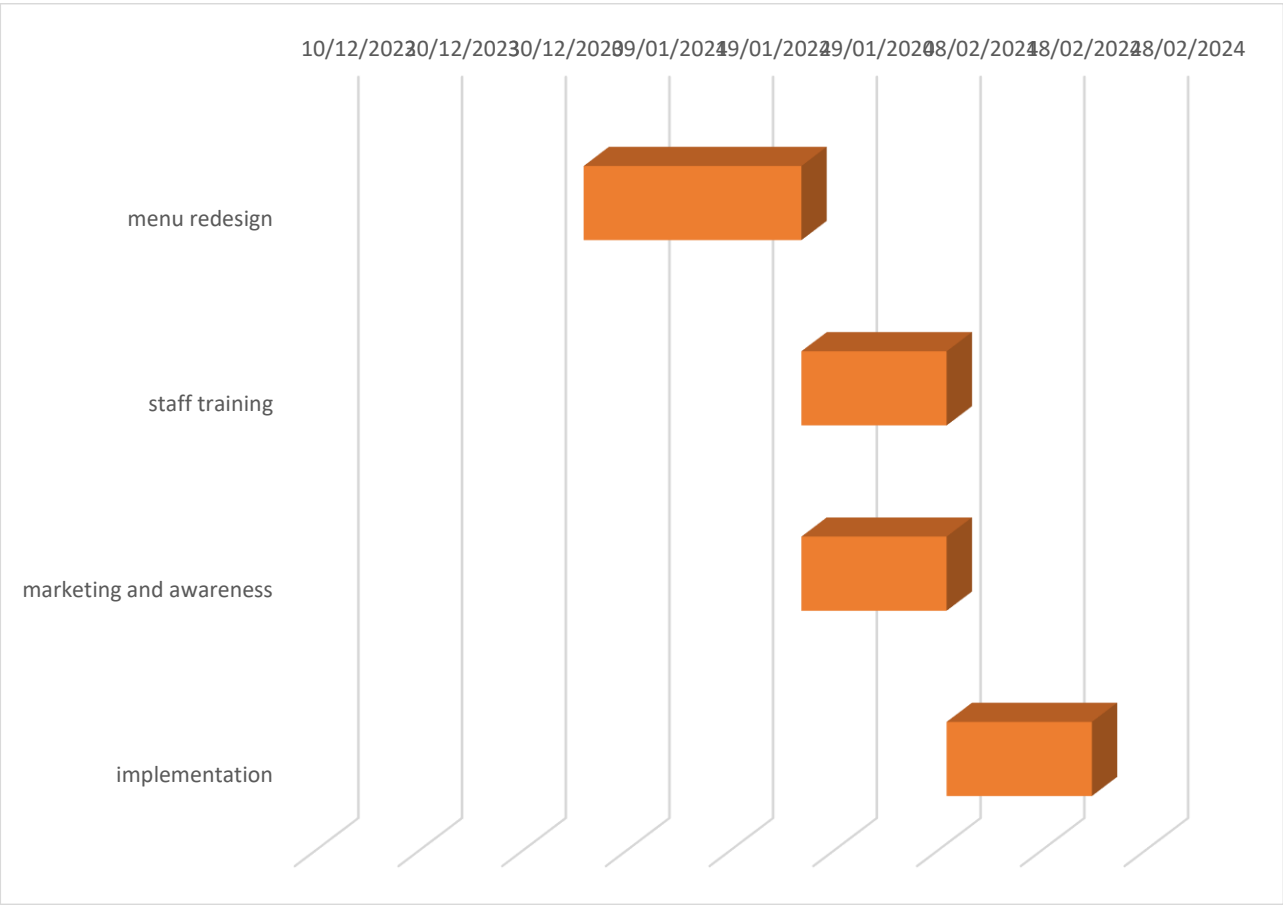
- Contingency for unforeseen expenses: £10,000

This is a simplified allocation and should be considered an estimate. Adjustments may be necessary based on specific project requirements, actual market conditions, and any unforeseen challenges. Regular monitoring and updates to the budget will be essential to ensure financial adherence and effective resource utilization throughout the project lifecycle.

Project schedule/Gantt chart

The project schedule, visualized through a Gantt chart, plays a pivotal role in orchestrating the temporal aspects of the "Healthysh Canteen" initiative. This visual representation provides a comprehensive and chronological overview of project tasks, durations, and dependencies, facilitating efficient planning and execution.

The Gantt chart outlines the sequential progression of the project phases, from the initial market research and collaboration with nutritionists to the design of the new menu, staff training, and the implementation of marketing initiatives. Each task is represented as a bar, the length of which corresponds to its duration, allowing for a clear understanding of task interdependencies and critical paths. (APM, 2023)



Risk Assessment

Risk assessment is a critical component of the Healthysh Canteen project, offering a proactive approach to identifying, analyzing, and mitigating potential challenges that could impact project success. Risks may emerge from various sources, including external factors, project complexity, or uncertainties within the organizational context.

Potential risks within the project include resistance from canteen staff to menu changes, potential delays in obtaining stakeholder approvals, and the need for additional resources during staff training. Market fluctuations affecting the cost of nutritious ingredients and unforeseen challenges in implementing the awareness campaign also pose inherent risks.

To address these risks, a comprehensive risk management plan is devised. Strategies include regular communication and engagement with canteen staff to manage resistance, setting clear expectations and timelines for stakeholder feedback, and building contingencies for potential delays. Monitoring market trends, establishing supplier relationships, and creating response plans for campaign challenges are integral to mitigating external risks. Regular risk assessments throughout the project lifecycle enable the project team to adapt strategies, ensuring that potential issues are anticipated and effectively managed, contributing to the overall success of the "Healthysh Canteen" initiative. (M. Bernadete Junkes, 2015)

Project Integration

Project integration is a vital aspect of the initiative, focusing on harmonizing various project elements to ensure a seamless and cohesive workflow. Integration involves the unification of processes, resources, and information to achieve the project's overarching goal of transforming the organizational canteen. (Vanhoucke, 2014)

In the context of the "Healthysh Canteen" project, integration entails aligning the menu redesign, staff training, and marketing efforts cohesively. For instance, as the menu is redesigned, staff training modules are developed to align with the new offerings, ensuring that canteen staff are equipped with the necessary knowledge and skills. Simultaneously, marketing strategies are integrated to promote the new, healthier menu and raise awareness among employees.

Clear communication channels are established between project phases to enable effective collaboration and information sharing. Regular project reviews and updates ensure that each component of the project aligns with the overall vision. Through meticulous integration, the "Healthysh Canteen" project aims to create a holistic and synergistic approach, where individual elements work together seamlessly to promote employee wellness through nutritious food choices within the organizational setting. (Hornstein, 2015)

Lesson Learned

In the context of project management, lessons learned refer to insights gained from the experiences, challenges, and successes encountered during the execution of a project. These lessons serve as valuable knowledge that can be documented, shared, and applied to enhance future projects. (Sikes, 2023)

Throughout the Healthysh Canteen project, several key lessons have emerged. Proactive stakeholder engagement has been crucial in managing resistance and securing timely approvals. The flexibility to adapt to unforeseen challenges has highlighted the importance of agility in project execution. Clear and transparent communication has proven to be fundamental, fostering collaboration among team members and stakeholders. Employee involvement has showcased the significance of actively seeking and incorporating feedback. The iterative nature of monitoring and evaluation has emphasized continuous improvement as a guiding principle. These lessons learned provide a foundation for refining future projects, fostering a culture of continuous learning and improvement within the organization.

Implementation and Conclusion

The "Healthysh Canteen: Promoting Wellness Through Nutritious Food Choices" project presents a transformative initiative to enhance the well-being of our workforce through a holistic approach to nutrition. Based on the comprehensive project management plan and the persuasive presentation to senior management, the following recommendations are proposed for successful project implementation:

Cultivate continuous engagement with canteen staff, nutritionists, and other stakeholders. Regular feedback loops and open communication channels will foster a collaborative environment, addressing concerns and ensuring buy-in throughout the project.

Implement robust monitoring and evaluation mechanisms. Regularly assess project progress against key performance indicators, adjusting strategies as needed. This iterative approach ensures alignment with project goals and enables prompt responses to emerging challenges.

Embrace flexibility and adaptability in response to unforeseen circumstances. Given the dynamic nature of the project, the ability to pivot strategies while maintaining the core vision will enhance resilience and promote success.

Actively involve employees in the process. Seek their input on menu choices, gather feedback on training sessions, and encourage participation in awareness campaigns. Engaging employees not only enhances the project's effectiveness but also fosters a sense of ownership and commitment. (Grundy, 2015)

In conclusion, the "Healthysh Canteen" project represents a significant stride towards fostering a culture of health and well-being within our organization. With a robust project management plan, strategic integration of components, and a commitment to adaptability, the project is poised for success. The positive impact on employee health and the organizational culture will serve as a testament to our dedication to creating a thriving workplace. As we embark on this journey, let us remain steadfast in our commitment to promoting wellness through nutritious food choices, realizing not only the success of this project but also the enduring health and vitality of our workforce.

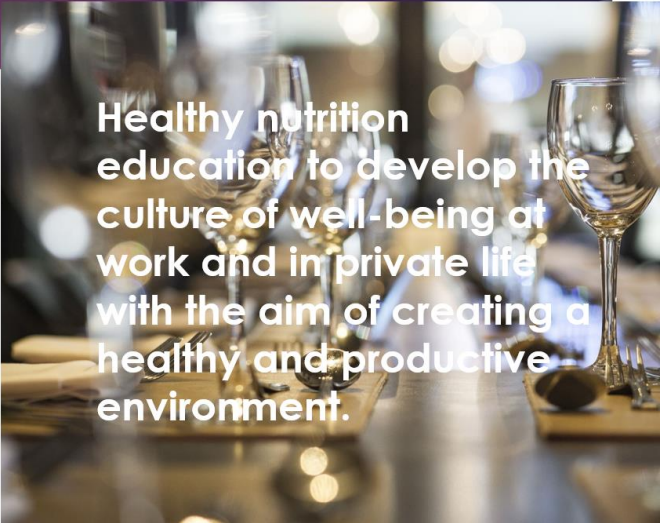
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Appendix

Introduction

Healthysh Canteen: Promoting
Wellness Through Nutritious
Food Choices



Healthy nutrition
education to develop the
culture of well-being at
work and in private life
with the aim of creating a
healthy and productive
environment.



CLOSURE

Project closure

Project recap

Objective achieved

Success criteria

Closing the loop-project
deliverables



CLOSURE



Navigating
challenges



Lessons learned



Formalizing
acceptance



Post
implementation
review



Archiving and
documentation



Benefits of closure