



Feed Yourself Happy Project

Module: Managing Projects In The Organization
(BMSW5104_LON)

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Team members:

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Overview

1. Introduction
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4. Execution
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7. References



1. Introduction

Project description

- Canteen in IT company with everything necessary kitchen equipment
- Buffet with freshly prepared food and drinks on site, vegetarian and vegan options available
- The healthy diet will be provided by a fifty-person team
- Stress-relieving plants and a fountain on a large terrace
- Space for yoga practice is available



2. Initiation

Definition of initiation

- A project initiation establishes the foundation for a business project, which is one of the most important artefacts

Project objectives

- To Reduce congestion and waiting time
- To Enhanced dining experience
- To Culinary diversity
- To Promote healthy eating habits
- To Employee engagements, satisfaction and Experience

Who will benefit from this project?

- Customers
- Management and owners
- Canteen employees
- Vendors and suppliers
- Environment

Project charter

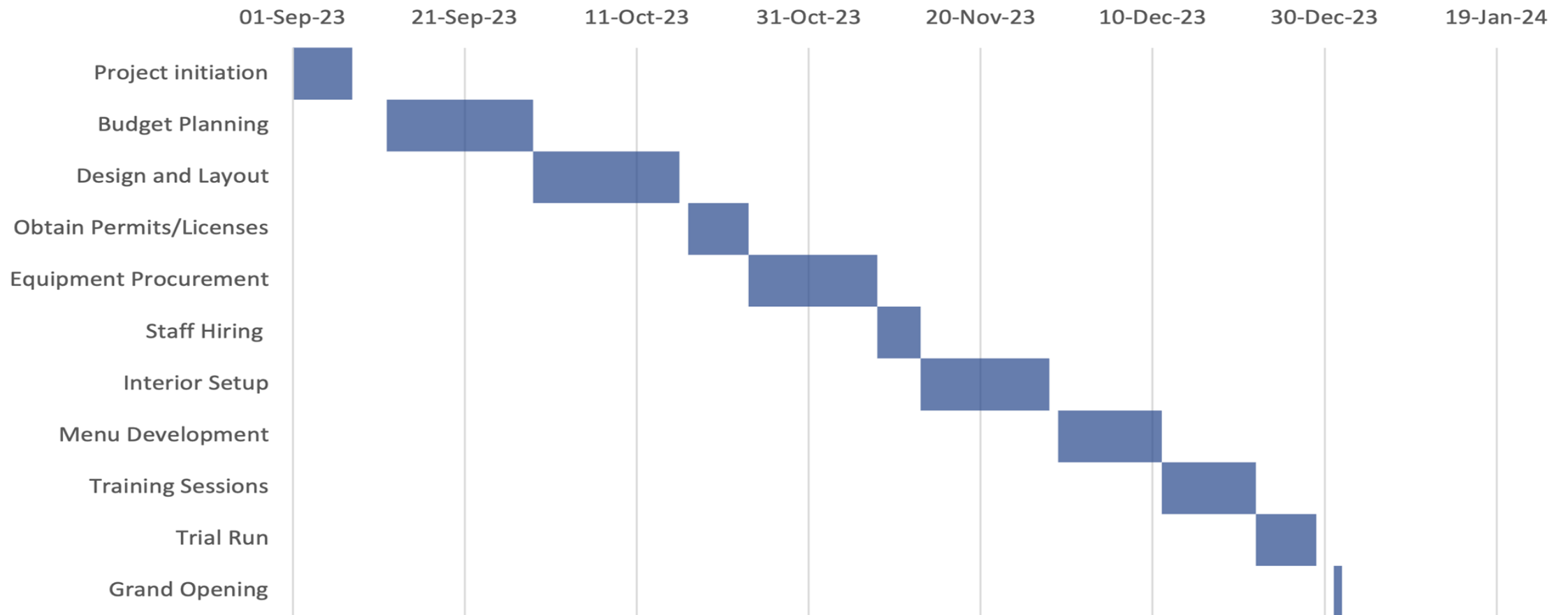
Project Title	Feed Yourself Happy	Project Manager	Nevyana Nikolova
Project Start Date:	01/09/2023	Project End Date:	31/12/2023
Project Purpose			
• To enhance the overall lunchtime experience • To promote employees well-being by offering healthy and delicious meals • To enhance the relaxation of the employees			
Scope			
Deliverables: • Fully equipped kitchen • Trained staff • Diverse Menu		Out of scope: • Building maintenance	

Stakeholders analysis

Stakeholder	Interest	Importance	Influence
Customers	High	High	Low
Canteen Staff	High	High	Medium
Canteen Manager	High	High	High
Suppliers	High	Medium	Low to medium
Health and Safety Inspectors	High	High	Medium
Finance Department	Medium	High	High

3. Planning Gantt Chart

WBS and Gantt Chart



Project Budget

Expenses

Amount

Market Research	£2,000
Legal and Permits	£3,000
Renovation and Interior Design	£15,000
Kitchen Equipment	£25,000
Furniture	£10,000
Hiring and Recruitment	£2,500
Employee Training	£5,000
Initial Inventory	£5,000
Cleaning Supplies	£1,000
Marketing Collaterals (menus, flyers)	£1,500
Grand Opening Event	£3,000
Contingency Fund (10% of total project)	£9,200

Total Estimated Cost

£82,200



Communication plan

- Project meetings
- Emails
- Project management software
- Notice boards

4. Execution

Execute the project scope

Definition

- A project's execution phase involves putting the project plan into action

Importance

- Execution is crucial to project success because it builds trust among team members and fosters a team-oriented environment

Scope Description	Acceptance Criteria	Deliverables	Exclusions	Assumptions
Meet the deadline for the project	Decide on actionable deadlines	Performance Reports	Propose a realistic deadline after evaluating the priorities	Analysing the stability and impact of any changes to the assumptions on the project
Maintain a budget	Budget preparation for each department	Budget progress reports, test result reports	A realistic budget that fits the project	Estimating the impact on the budget and stability
Managing stakeholder expectations	This project is expected to be successful	Meeting notes and communications plan	Project completion with realistic goals	Assessing the stability of the assumptions and their impact on the project

Risk management

Definition

- The purpose of risk management is to identify, analyse, evaluate, and treat loss exposures while monitoring risk control and financial resources

Importance

- Risks should be minimized to prevent negative consequences and help employees make smart risk decisions in order to improve their chances of success

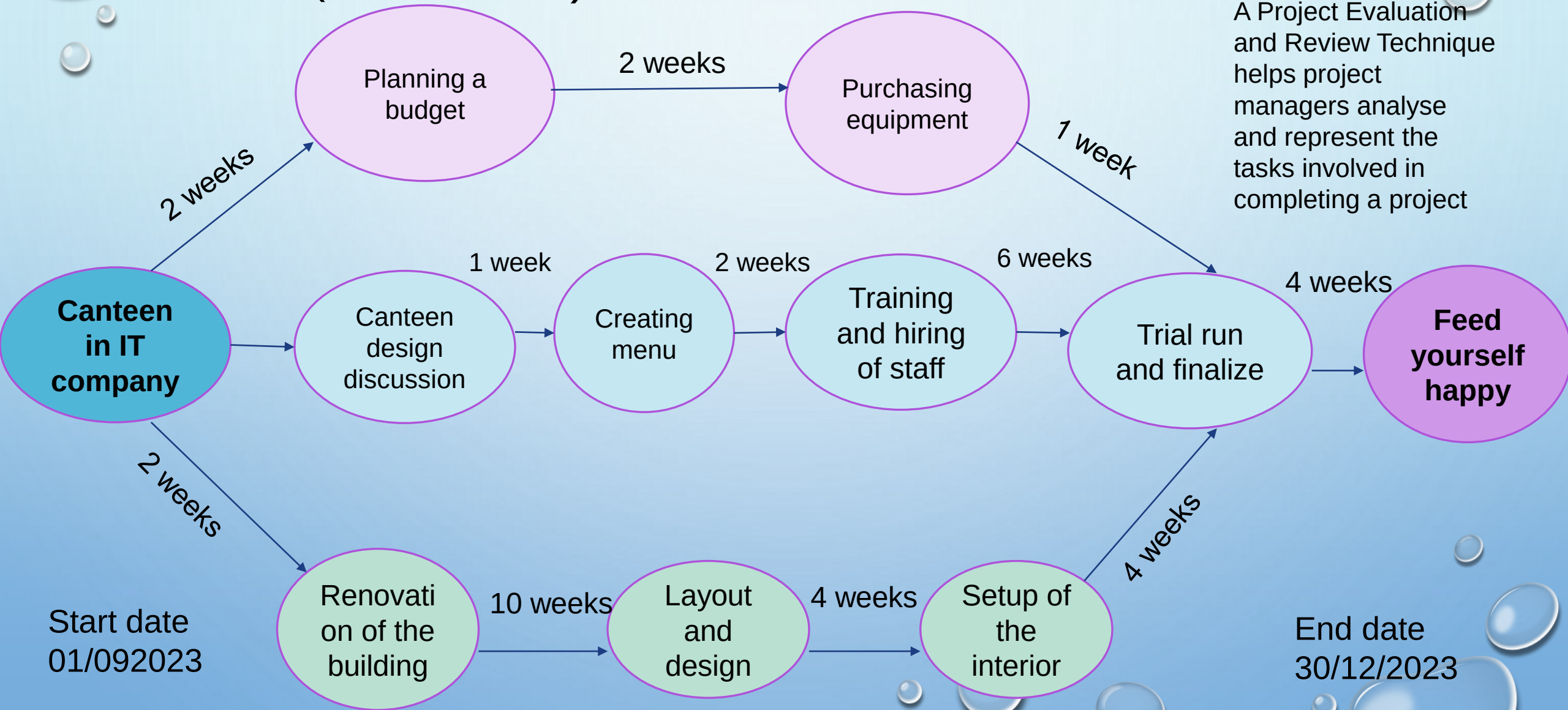
Risk management



Project Evaluation and Review Technique (PERT Chart)

Definition

A Project Evaluation and Review Technique helps project managers analyse and represent the tasks involved in completing a project



5. Closure

Activities

- Project review
- Deliverables
- Documents sign-off
- End project report
- Archiving all papers of the project
- Performance of the final product and Celebrating



Lessons learned

- Encourage a positive team culture
- Clearly define objectives
- Communicate with the stakeholders
- Organizing regular status meetings
- Identifying and evaluating of the risks during the project
- Monitor project scope- do not let it go out of range
- Monitor progress closely
- Set clear deliverable requirements and quality expectations





6. Conclusion



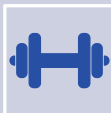
Feed yourself happy project was a success
Gantt chart was implemented successfully



All communication issues were resolved, and
uncommon understandings were eliminated



The stakeholders were satisfied with the project



A healthy lifestyle was provided for the workers
The tasks set for the team were accomplished

7. References

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