



Managing Projects in the Organization

BMSW5104

Report

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Executive Summary

This report comprises an exploration of a project undertaken by Linlife, a London-based company, aiming to enhance the work experience and performance of its employees. The project, structured around two key objectives, seeks to address the immediate challenge of onsite catering absence which causes lunchtime congestion and promote the overall well-being of employees. In applying the Project Management Cycle (PLC), the paper systematically navigates through the project's initiation, planning, execution, and closure phases, delineating crucial elements of each stage of the project's completion. Ultimately, the report underscores project management's significance in driving successful organizational initiatives, providing valuable insights into the optimal application of project management practices and contributing to a broader understanding of effective project management strategies.

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1 Introduction

Within the ever-evolving landscape of organizational dynamics, the pursuit of change stands as a critical imperative for companies striving to remain adaptive and achieve sustained growth (Porath, 2023). As markets shift and consumer expectations evolve, organizations must navigate these dynamic currents with agility and foresight to not only survive but thrive in the competitive business milieu (Davenport, Leibold and Voelpel, 2007).

Project management, constituting systematic planning, execution and monitoring of projects to achieve specific goals within defined constraints (Kerzner, 2017), assumes a critical role in the pursuit of organizational changes (Ives, 2005). Its structured framework establishes a roadmap for the successful realization of organizational goals whilst facilitating the mitigation of uncertainties and navigation through the complexities inherent in transformative initiatives (Anderson, L. A. and Anderson, D., 2010). Furthermore, project management acts as a nexus for effective communication and collaboration, harmonizing diverse stakeholders' efforts toward the attainment of shared objectives (Zada et al., 2023).

Recognizing the importance of project management, this report will embark on an exploration of a specific project within the London-based company Linlife. By delving into the layers of the specific project and applying project management techniques and methodologies, the aim is to not only facilitate the successful realization of project outcomes but also to underscore the profound contribution of robust project management practices in achieving tangible and positive organizational changes.

2 Project Overview

Linlife, a company based in Southeast London, with a workforce of around 1,000 employees, is embarking on a transformative project in its pursuit to enhance the overall work experience and performance of its staff.

This strategic endeavour centres around two specific objectives. Firstly, it addresses an immediate challenge faced by the organization– the absence of onsite catering, which causes congestion during lunch breaks. Secondly, the project seeks to proactively promote the well-being of the workforce, fostering a more positive and effective workplace environment and curtailing absenteeism rates.

The initiative aligns with Linlife's commitment to being a responsible employer that prioritizes the welfare of its employees and aims to yield a spectrum of beneficial outcomes for the company, propelling it toward sustained business prosperity.

3 Project Lifecycle Model (PLC)

The Project Lifecycle Model (PLC) constitutes a fundamental construct within the realm of project management that delineates the sequential progression of a project through four distinct stages: initiation, planning, execution, and closure (Johansson, 2023).

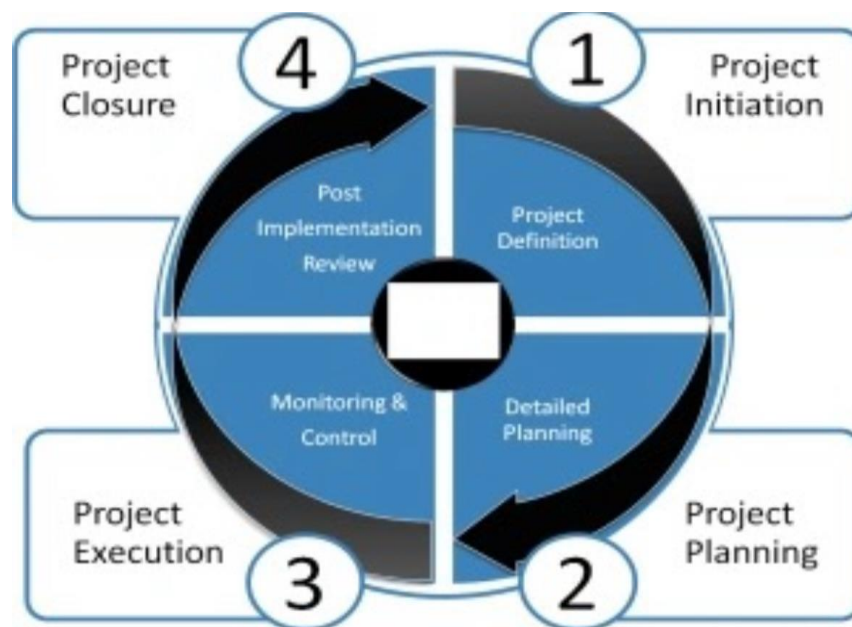


Figure 1. Project Lifecycle Model (Kayani, 2013)

In the context of Linlife's project, the utilization of the PLC will establish a systematic methodology for the effective management of each phase of the undertaking. PLC's adoption will promote the clarity of the project objectives, optimize its quality control and resource allocation and facilitate effective stakeholder communication and risk mitigation (Dwivedi, 2021; Chapman and Ward, 2003).

4 Project Initiation

The initiation phase of the PLC marks the inception of a project, constituting a pivotal juncture wherein foundational elements are established, laying the groundwork that underpins subsequent stages, thereby charting the course for the project's ultimate success (Bennett, 2007).

4.1 Deliverables

One of the first critical steps in the project initiation phase pertains to the identification of deliverables (Westland, 2017). Deliverables constitute the palpable manifestations indicative of project success, providing a roadmap for a project's team and stakeholders to navigate the complexities of the project (Watt, 2016). Their identification fosters a shared understanding among project participants, ensuring everyone is aligned with the overarching goals and expectations. This clarity facilitates effective work and collaboration, informed decision-making, and adherence to the project's scope and objectives (Too and Weaver, 2019). Moreover, the delineation of deliverables establishes a structured framework that serves as the foundation for subsequent project planning activities, guiding the identification of key milestones, contributing to the optimal allocation of resources, scheduling of activities, and formulation of effective risk mitigation strategies (Sokowski, 2015; Crawford, 2015).

In the context of Linlife's project, the deliverables that are to be set have been defined are intricately linked to the attainment of goals that adhere to the SMART criteria, according to which goals should be distinguished by Specific, Measurable, Achievable Relevant, and Time-bound features (Sokowski, 2015).

S	Specific	Target a specific area of improvement	
M	Measurable	Quantify or suggest an indicator of progress	
A	Attainable	State what results can realistically be achieved, given available resources	
R	Relevant	Determine if the goal is in alignment with your values and long-term objectives	
T	Time-bound	Specify when the result(s) can be achieved	

Figure 2. SMART Goal Model (Donner, 2019)

The utilization of the SMART goal framework has been identified as instrumental in refining project goals, imbuing them with clarity, quantifiability, realism and time specificity, thereby fostering a comprehensive and achievable framework for the accomplishment of successful

project outcomes (Landau, 2018). The incorporation of the SMART goal framework will ensure that the project's targeted outcomes are not only well-defined but are also aligned with strategic parameters, allowing for a systematic and measurable approach throughout the project's lifecycle (Donner, 2019).

Complementing the incorporation of the SMART goal framework, the delineation of Linlife's project's deliverables will also entail the usage of specific Key Performance Indicators (KPIs). KPIs, in being measurable metrics, offer an objective lens through which project performance and success can be assessed. As such, their integration will provide an objective means to evaluate the undertaking's progress, performance and successful completion (Parmenter, 2015),

4.1.1 Lunchtime Congestion Reduction

The first goal focuses on alleviating lunchtime congestion, aiming to diminish local area congestion during lunch breaks by a minimum of 40% within the initial six months and reduce average waiting times at dining facilities by at least 35% within three months. The achievement of these deliverables will underscore the project's immediate impact on optimizing daily operations and the cultivation of a more employee-friendly workplace.

4.1.2 Employee Satisfaction

The second set of goals centres on the enhancement of Linlife's employees' satisfaction, aspiring to achieve a 25% increase in the organization's Employee Satisfaction Index (ESI) within the next 12 months. Moreover, it is also aimed to garner a minimum of 85% positive employee feedback on the implemented changes. Both these deliverables will serve as indicators of the project's success in regard to the achievement of an ameliorated workplace culture and satisfaction.

4.1.3 Employee Productivity and Engagement

The subsequent goal targets the improvement of Linlife's employee productivity and engagement. The project aims to attain a 20% improvement in key productivity indicators, such as sales, output, or project completion rates, within the first year. Concurrently, it is targeted to observe a surge in employee engagement scores by at least 25% within the initial six months. The accomplishment of these goals will signify the project's contribution to not only operational efficiency but also to the holistic development of a motivated and engaged

workforce, hence fostering a synergistic relationship between employee well-being and organizational productivity.

4.1.4 Employee Retention and Recruitment

The fourth set of deliverables concerns the crucial aspects of employee retention and recruitment. The project seeks to achieve a minimum 10% reduction in annual employee turnover rates. Furthermore, it also strives to lead to a 15% increase in new hires who cite the improved employee experience as a key factor in their decision to join the company. The successful attainment of these goals will signify the project's efficacy in not only retaining existing talent but also in attracting new employees drawn to the enhanced workplace culture and experience, thus underscoring the initiative's contribution to the company's long-term sustainability and growth.

4.1.5 Overall Employee Health and Well-Being

The fifth deliverable pivots towards the holistic health and well-being of Linlife's workforce. The undertaking at Linlife endeavours to diminish absenteeism rates due to health-related issues by 10% over one year, demonstrating a proactive approach to employee health. Additionally, the aim also is to witness a 20% increase in employee participation in wellness activities within the first nine months. Accomplishing these goals will highlight the project's impact on creating a workplace environment that prioritizes and promotes employees' health and overall well-being.

Deliverable 6: Enhanced Corporate Social Responsibility (CSR) Image

The final deliverable regards the receipt of positive feedback and recognition from at least three external stakeholders or CSR assessment organizations as this will validate Linlife's project's positive contribution to both internal and external stakeholders and underscore its role in bolstering of the organization's corporate image.

4.2 *Stakeholder Analysis*

Stakeholder analysis constitutes another fundamental component of a project's initiation phase. Comprising the systematic process of identifying, categorizing, and strategizing communication and involvement approaches for individuals or groups involved in or impacted by an organizational project (Ward and Chapman, 2008), the significance of stakeholder analysis emanates from the acknowledgement that the success of any initiative is interwoven

with the perceptions, requirements, and anticipations of its diverse stakeholders (Samarth, 2023). Therefore, the consideration of Linlife's project's stakeholders and their respective dynamics will establish a framework that facilitates effective communication and collaboration whilst mitigating the risk of potential conflicts, ultimately propelling the endeavour towards successful realization of its objectives (Gray and Purdy, 2018).

The Power-Interest Grid is a frequently employed tool in stakeholder analysis which categorizes stakeholders according to their respective levels of power and interest in a given project (Guðlaugsson et al., 2020). Its strategic application within Linlife's project will guide the strategic positioning of stakeholders, enabling the subsequent development of tailored communication and engagement strategies that align with the nuanced power and interest dynamics of each stakeholder group (van Riel, 2012).

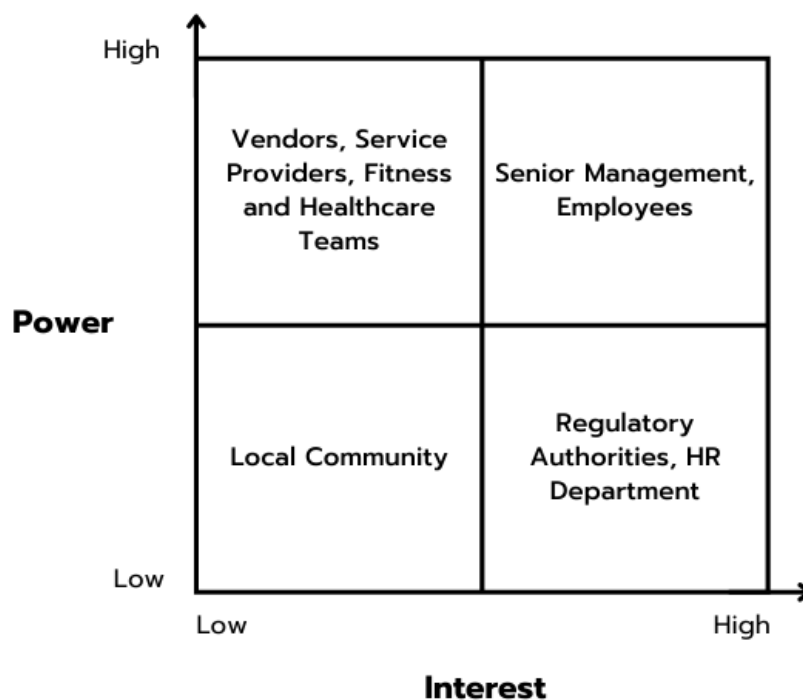


Figure 3. Power Interest Grid

4.3 Work Breakdown Structure (WBS)

The initiation phase of the project also encompasses the formation of a Work Breakdown Structure (WBS). As per the Project Management Institute (PMI), WBS comprises a "hierarchical decomposition of the work to be executed by the project team to accomplish the project objectives and create the required deliverables." (Brotherton, Fried and Norman, 2008). WBS serves as a foundational tool for project planning, resource allocation, and progress tracking, ensuring that the project remains well-structured, manageable, and aligned

with its overarching goals (Sokowski, 2015). Furthermore, the WBS enhances communication among project stakeholders, fostering a shared understanding of the project's scope and intricacies (Penn, 2021).

Given that Linlife's project targets the accomplishment of two intertwined yet distinct objectives, two separate WBS have been created to outline the specific actions that will be undertaken in regard to the successful realization of each objective's outcomes. This bifurcation will allow for a more focused and detailed breakdown of tasks and activities, enhancing the clarity of project management, resource allocation, and monitoring (Rasul, Rogger and Williams, 2020).

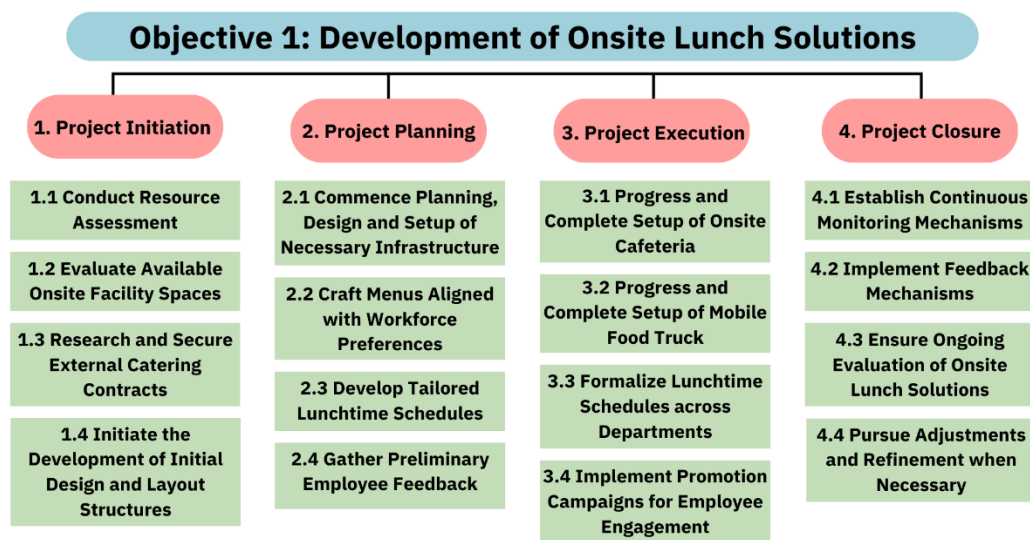


Figure 4. WBS of Objective 1



Figure 5. WBS of Objective 2

4.4 Objective-Specific Activities

In line with the delineated WBS, the initiation phase of the project will also entail the following actions in respectively pursuing objectives 1 and 2.

Objective 1	Objective 2
Conduction of a Comprehensive Resource Assessment: A thorough evaluation of the available resources to ascertain their optimal allocation throughout the project lifecycle.	Research and Selection of Providers of Health and Fitness Services: Identification and selection of providers of health and fitness services ensuring their alignment with the project's targeted outcomes.
Evaluation of Available Onsite Facility Spaces: Examination of the existing spaces within <u>Linlife's</u> onsite facilities to determine their most efficient utilization for meeting the objectives of the project.	Conduction of Initial Health Assessments of Employees: Initiation of the conduction of health assessments to establish a foundational element for ongoing employee health monitoring.
Research and Securing of External Catering Contracts: Initiation of research initiatives to identify reputable external catering services and securing contracts with them, laying the groundwork for the provision of diverse and high-quality culinary offerings.	Introduction of Educational Sessions on Nutrition, Exercise, and Mental Health: Implementation of educational sessions to empower employees with knowledge on nutrition, exercise, and mental health and foster a proactive approach to well-being.
Research and Securing of External Catering Contracts: Initiation of research initiatives to identify reputable external catering services and securing contracts with them, laying the groundwork for the provision of diverse and high-quality culinary offerings.	Initiation of Stress Management Workshops: The launch of workshops focused on stress management, providing employees with tools and strategies for effective stress coping mechanisms.
Initiation of the Development of Initial Design and Layout Structures: Commencement of the development of the initial design and layout plans to establish a structured foundation for subsequent project phases.	

5 Planning Phase

The subsequent stage of the PLC is the planning phase which is characterized by detailed strategizing and outlining of project activities (Burke, 2020). It involves the development of comprehensive project plans, allocation of responsibilities, tasks and resources, and risk assessment, ultimately providing a clear roadmap for the entire project team to follow (Moss and Atre, 2003).

5.1 Stakeholder Management

Building upon the foundation laid by stakeholder analysis, stakeholder management involves the development of tailored strategies to ensure effective engagement and support from key stakeholders throughout the project lifecycle (Mok, Shen and Yang, 2015).

5.1.1 Senior Management

The strategy for senior management will entail the conduction of regular progress updates, emphasizing the positive impact of the project on overall organizational objectives to foster their active involvement and support.

5.1.2 Employees

Employee engagement strategies will have their focal point on ensuring transparent communication, involving Linlife's workers in decision-making processes where applicable, recognizing employee contributions through regular appreciation programs and creating an effective feedback loop to address concerns promptly.

5.1.3 Vendors and Service Providers

The strategy in regard to this stakeholder group will revolve around establishing clear contractual agreements, conducting regular performance assessments, and facilitating effective communication channels and collaborative problem-solving.

5.1.4 Human Resources Department

The HR team will be engaged through collaboration on the impending transformations within Linlife, aligning the project's goals with existing HR policies and practices to contribute to the enhancement of employee satisfaction and well-being.

5.1.5 Fitness and Healthcare Teams

Regular consultations and collaboration with the fitness and healthcare teams will ensure that project initiatives align with health and wellness standards. Moreover, continuous feedback will guide adjustments for optimal effectiveness.

5.1.6 Local Community

The strategy for engaging the local community will involve open communication forums, addressing potential concerns, and establishing mutually beneficial relationships that contribute positively to both the project and the community.

5.1.7 Regulatory Authorities

The engagement strategy in regard to regulatory authorities will have its focal point on maintaining compliance, proactively addressing regulatory concerns, and ensuring transparent reporting to facilitate a smooth regulatory process.

5.2 GANTT Chart Planning

GANTT charts comprise a visual project management tool that displays tasks, timelines, and dependencies in a horizontal bar chart, providing a comprehensive and easily understandable representation of a project's schedule (Wilson, 2003).

GANTT charts will be employed as a planning tool to delineate and schedule the chronological sequence and interdependencies of Linlife's project's tasks, fostering a well-coordinated and transparent approach to project execution (Gerald and Lechter, 2012). Notably, the originally created and presented charts were refined in response to feedback received during the project's initial pitch before its stakeholders.

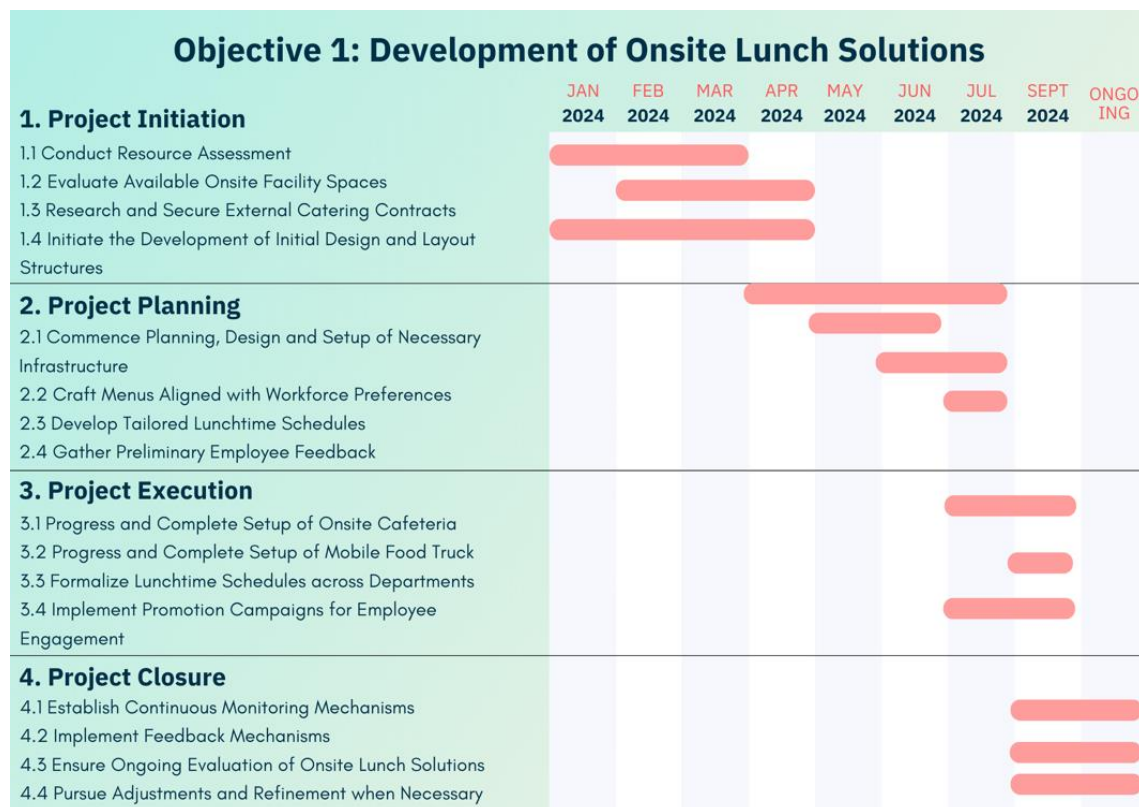


Figure 6. GANTT Chart of Objective 1



Figure 7. GANTT Chart of Objective 2

5.3 Risk Management

Risk management is another important component of a project's planning process and refers to the systematic process of identifying, assessing, prioritizing, and mitigating potential risks that may impact the undertaking's outcomes (Chapman and Ward, 2003).

In the context of Linlife's project, four key risks are to be identified:

5.3.1 Risk 1: Operational Disruption due to Vendor Unreliability

This risk involves the potential for disruptions in project operations due to unreliable vendors. In case of unforeseen issues such as delivery delays or subpar service quality, the project timeline and deliverables could be adversely affected (Olson and Wu, 2011). To mitigate this risk, Linlife's project management team will conduct thorough vendor assessments, establish clear communication channels, and implement contingency plans to address any vendor-related challenges promptly.

5.3.2 Risk 2: Resistance or Lack of Employee Engagement

The resistance or lack of employee engagement also poses a risk to the successful implementation of the project objectives, as employees may resist changes in their daily routines or fail to actively participate in the new initiatives, hence impacting the effectiveness of the proposed solutions (By, 2005). To mitigate this risk, Linlife will implement a comprehensive change management strategy, including communication plans, training programs, and incentives to ensure active employee engagement throughout the project.

5.3.3 Risk 3: Potential Technology Breakdown or Infrastructure Failures

The reliance on technology introduces the risk of potential breakdowns or infrastructure failures, disrupting the seamless implementation of project initiatives (Monstadt and Schmidt, 2019). Linlife's project management strategy will proactively address this risk by conducting regular technology assessments, implementing robust cybersecurity measures, and having contingency plans in place to minimize the impact of any technological challenges.

5.3.4 Risk 4: Shortage of Funds

A shortage of funds can also be identified as posing a substantial risk to project sustainability and completion (Qazi et al., 2021). Linlife will actively manage this risk by conducting thorough financial planning, regularly monitoring budget allocations, and exploring avenues for additional funding sources or cost-saving measures to ensure the project remains adequately funded throughout its lifecycle.

5.4 *Budget Management*

The mitigation of the last risk which was identified is intertwined with another critical aspect of a project's management- the oversight of budgetary considerations. Budget Management involves the strategic allocation and oversight of financial resources throughout the project lifecycle (Roberts, 2011). In the context of Linlife's project, effective budget management will ascertain that financial resources are optimally utilized and financial goals are aligned with project objectives, ultimately contributing to the project's success within defined financial constraints (Lessard and Lessard, 2007).

The allocated budget for Linlife's project amounts to £300,000 which will be strategically distributed among key components as follows:

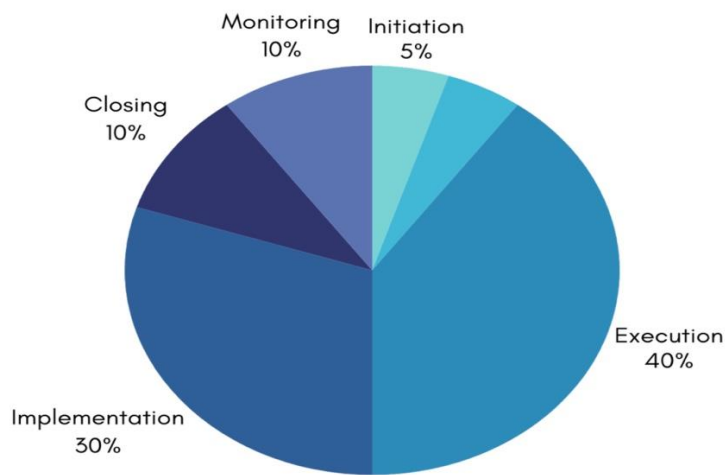


Figure 8. Budget Allocation

5.5 Objective-Specific Activities

The planning phase will also involve the following outlined actions specifically directed toward attaining objectives 1 and 2.

Objective 1	Objective 2
Commencement of Planning, Design, and Setup of Necessary Infrastructure: Initiating the strategic planning, design, and setup activities required for the successful implementation of the project's infrastructure.	Establishment of Robust Health Standards: Delineation of comprehensive and resilient health standards to serve as a benchmark for the formulation and execution of health and wellness initiatives.
Crafting of Menus Aligned with Workforce Preferences: Creation of menus tailored to the specific preferences and dietary needs of the workforce to enhance the appeal and satisfaction of the onsite dining options.	Formation of Structure for Counseling Services: Development of a framework for counselling services, outlining the structure and approach to providing support and assistance to employees in need.
Development of Tailored Lunchtime Schedules: Formulation of customized lunchtime schedules to efficiently accommodate the diverse needs and preferences of different departments within the organization.	Planning and Organization of the Execution of Health and Wellness Activities: Strategizing the implementation of various health and wellness initiatives to ensure a well-organized and effective rollout.
Collection of Preliminary Employee Feedback: Gathering of initial feedback from employees to gain insights into their expectations and preferences, providing valuable input for the project's further development.	Development of Schedules for Health and Well-Being Initiatives: Creation of detailed schedules that outline the timing and sequencing of health and well-being activities, facilitating optimal employee engagement.

6 Execution Phase

The execution phase represents the stage wherein the previously developed project plans and strategies undergo operationalization (Watt, Barron and Barron, 2014). During this phase, resources are mobilized, and tasks are executed, in pursuit of adhering to the established timelines and objectives.

The successful execution of this phase hinges on the effective communication and collaboration of team members, each contributing their expertise to achieve collective project goals (Markle-Reid et al., 2017). Furthermore, continuous monitoring, adaptability, and a commitment to quality are also integral as they ensure the project's trajectory aligns with its predefined objectives and facilitate the adept navigation of the complexities inherent in a project's execution, thereby propelling the initiative toward the successful attainment of its targeted outcomes (Schwalbe, 2009).

6.1 Objective-Specific Activities

In implementing the formulated plans, specific actions will be undertaken in regard to the realization of each of the two objectives.

Objective 1	Objective 2
Progression and Completion of the Setup of Onsite Cafeteria: Advancing and finalizing the establishment of the onsite cafeteria to ensure timely and effective implementation.	Establishment of Periodic Health Assessments of Employment: Implementation of regular health assessments to monitor and assess employees' well-being over time, fostering a proactive and preventive approach to health management.
Progression and Completion of the Setup of Mobile Food Truck: Advancing and completing the setup of the mobile food truck, providing an alternative dining option for employees.	Implementation of Workshops on Nutrition, Exercise, and Mental Health: Execution of educational workshops to enhance employees' knowledge and skills related to nutrition, exercise, and mental health.
Formalization of Lunchtime Schedules across Departments: Establishment of formalized lunchtime schedules across departments, promoting a synchronized and well-coordinated approach to minimize congestion and optimize resource utilization.	Execution of Workplace Ergonomics Enhancements: Implementation of improvements in workplace ergonomics to enhance comfort and support for employees, contributing to overall well-being.

Implementation of Promotion Campaigns for Employee Engagement: Launching promotional campaigns to actively engage employees and generate awareness about the new onsite dining options.	Commencement of the Provision of Mental Health Support Services: Initiation of the delivery of mental health support services to provide assistance and resources for employees dealing with mental health challenges.
	Initiation of the Offering of Fitness Programs and Exercise Options: Launch of fitness programs and exercise options to promote physical activity and overall health among employees.

7 Closure Phase

The closure phase represents the culmination of a project which encompasses the conduction of conclusive actions and the implementation of mechanisms aimed at ensuring the sustained success and continuous improvement of the undertaken initiative. Furthermore, the conclusive stage also involves evaluating the project's success in terms of meeting its objectives (Heagney, 2016).

7.1 Objective-Specific Activities

The conclusion phase at Linlife will entail the following actions which will seek to solidify the project's impact and establish a foundation for the continuous improvement of the adopted changes.

Objective 1	Objective 2
Establishment of Continuous Monitoring Mechanisms: Incorporation of ongoing monitoring mechanisms to track and evaluate the performance and impact of the implemented onsite lunch solutions.	Promotion of Health and Well-being Initiatives: Active promotion of the implemented health and wellness initiatives to create a workplace environment that encourages and supports employees in adopting and maintaining a healthy lifestyle.
Implementation of Feedback Mechanisms: Integration of mechanisms for systematic collection of employee feedback to foster a culture of continuous improvement and responsiveness.	Initiation of Fitness Challenges for Exercise Engagement: Establishment of fitness challenges to encourage exercise and enhance employee participation in wellness programs.
Ensuring Ongoing Evaluation of Onsite Lunch Solutions: Conducting regular evaluations to assess the optimality of the onsite lunch solutions.	Pursuit of Continuous Improvement through Monitoring and Feedback: Focus on continuous improvement through the establishment of robust monitoring and feedback mechanisms.

Pursuit of Adjustments and Refinements: Commitment to ongoing adjustments and refinements to ascertain the project's adaptability and responsiveness to changing circumstances, fostering an iterative approach for optimal outcomes.	Emphasizing on Refinement of Health and Wellness Offerings: Proactive refinement of health and wellness offerings based on evolving needs and feedback to ascertain the sustained effectiveness of health and wellness programs within the organization.
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8 Conclusion

This report undertook a thorough exploration of a distinct project within the company Linlife, delving into the project's intricacies and employing project management techniques. The objective was not only to facilitate the successful realization of project outcomes but also to emphasize the profound impact of robust project management practices on instigating tangible and positive organizational changes. Ultimately, the paper offers valuable insights into the strategic application of project management practices, contributing to a broader understanding of effective project management.

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PROJECT MANAGEMENT PLAN



Enhancing Employment Experience

BMSW5104

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Project Name Linlife



● Project Aim:

Improve employee work experience and performance at Linlife by addressing two aspects that impact the workplace environment.

● Objectives:

- Objective 1: Provide onsite catering.
- Objective 2: Promote a healthy lifestyle among employees.

● Expected Outcomes

- Improved employee well-being and satisfaction.
- Heightened employee productivity and engagement.
- Reduced lunchtime congestion issues.
- Elevated employee retention and recruitment rates.
- Improved overall employee health and well-being.
- Reduction in absenteeism rates.
- Enhanced corporate social responsibility (CSR) image.

Objective 1:

Provision of Onsite Lunch Solutions

- **Onsite Services Implementation:** Onsite cafeteria and food truck setup.
- **Catering Services Collaboration:** External catering partnerships.
- **Flexible Schedules Introduction:** Varied lunchtime schedules for different departments.
- **Onsite Dining Promotion:** Employee encouragement and incentives.
- **Monitoring and Feedback Mechanism:** Continuous evaluation and adaptation per employee feedback and participation rates.



Objective 1: WBS

	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	JUL 2024	SEPT 2024	ONGO ING
Inflation Planning									
• Assess available space.									
• Research and sign contracts with vendors.									
• Develop initial design and layout plans.									
Execution and Setup									
• Initiate infrastructure setup.									
• Develop menus.									
• Devise lunchtime schedules for different departments.									
• Gather preliminary employee feedback.									
Implementation and Finalization									
• Complete setup of the onsite cafeteria and food truck.									
• Formalize lunchtime schedules across different departments.									
• Commence promotion campaigns to encourage employee utilization of the onsite dining facilities.									
Monitoring and Adjustment									
• Implement a continuous monitoring and feedback mechanism.									
• Adjust and refine menu offerings.									
• Consistently gather and analyze feedback									

Objective 2:

Promoting Employee Health and Wellness



- **Employee Health Monitoring:** Periodic health assessments from professionals.
- **Health and Wellbeing Education:** Educational sessions on nutrition, exercise, and mental health.
- **Ergonomic Workplace Enhancement:** Enhancement of workplace ergonomics to reduce physical strain.
- **Mental Health Support Programs:** Introduction of counseling services and stress management workshops.
- **Fitness Programs:** Provision of gym memberships and onsite exercise options.
- **Fitness Challenges:** Initiatives encouraging employee engagement in physical exercises



Objective 2: WBS

	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	JUL 2024	AUG 2024	SEPT 2024	OCT 2024	ONGO ING
Inflation Planning											
• Identify regulatory health standards.											
• Research and sign contracts with health and wellness providers.											
• Design ergonomic enhancements and mental health support programs.											
Execution and Setup											
• Implement periodic health assessments.											
• Create tailored health education workshops.											
• Enhance workplace ergonomics and introduce mental health support services.											
• Provide gym memberships and onsite exercise options.											
Implementation and Finalization											
• Finalize health activities schedules.											
• Promote mental health support programs.											
• Initiate fitness programs and challenges											
Monitoring and Adjustment											
• Implement a continuous monitoring and feedback mechanism.											
• Adjust and refine health offerings.											
• Consistently gather and analyze feedback											

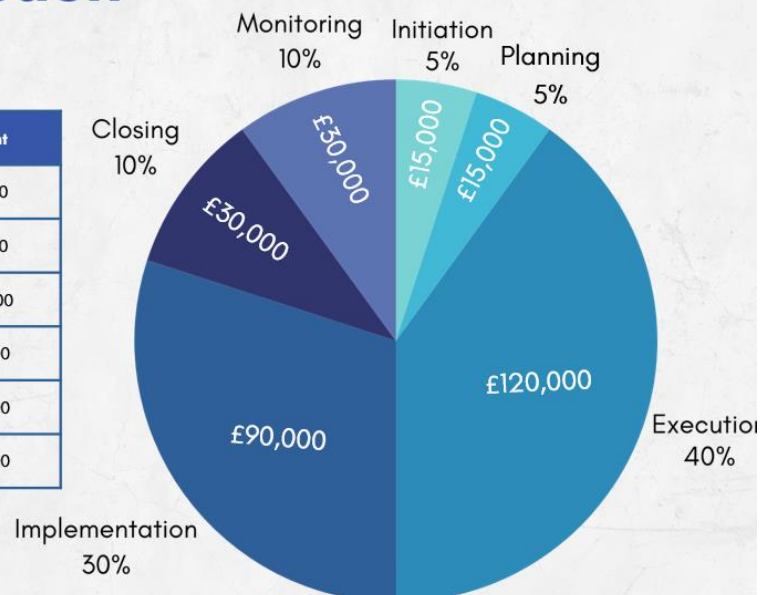
Stakeholder Analysis

Stakeholder	Interest/Concern	Influence/Power	Engagement Strategy
Senior Management	High	High	Regular updates and detailed reports on project process.
Employee	High	High	Regular feedback gathering, involvement in plan implementation.
Local Community	Low	Low	Communication on project impact and potential benefits.
Vendors/Service Provider	Medium	High	Clear and continuous communication on project needs and chnages.
Regulatory Authorities	Low	Medium	Strict adherence to regulatory standards, timely compliance.
HR and Fitness and Healthcare Team	Medium	High	Active participation in program execution and regular feedback collection.

Budget Distribution

£300,000

Phase	%	Amount
Initiation	5%	£15,000
Planning	5%	£15,000
Execution	40%	£120,000
Implementation	30%	£90,000
Closing	10%	£30,000
Monitoring	10%	£30,000



Project Assumptions



- Availability of Necessary Resources**
 Support: Prior research; budget and resource planning.
- Employee Participation**
 Support: Research into similar initiatives; initial employee feedback and engagement surveys.
- Vendor Reliability**
 Support: Careful selection of vendors; contractual binding.
- Effectiveness of Programs**
 Support: Selection of qualified specialists.
- Achievement of Expected Outcomes**
 Support: Consistent Academic Research Findings (Kalliath and Kalliath, 2012; Haddon, 2018; Krekel, War and De Neve, 2019).

1 Risk: Operational Disruption due to Vendor and External Services Unreliability	2 Risk: Resistance or lack of employee engagement	3 Risk: Shortage of funds	4 Risk: Potential technology breakdown or infrastructure failures.
Risk Mitigation Strategies: • Maintain multiple vendor options as backups and establish clear contractual agreements • Regularly assess vendor performance • Establish contingency plans	Risk Mitigation Strategies • Implement comprehensive employee communication and engagement strategies • Conduct regular feedback sessions. • Provide incentives or rewards.	Risk Mitigation Strategies: • Regularly review and re-evaluate the budget • Ensure a contingency fund for unforeseen expenses. • Implement a stringent cost control and monitoring system	Risk Mitigation Strategies: • Conduct regular maintenance and quality checks • Implement redundancy measures • Establish strategies for rapid troubleshooting and maintenance support

Achieving Effective Communication in the Project

01

Development of a Communication Plan

02

Regular Project Updates and Team Meetings

03

Openness to Feedback and Criticism

04

Active Listening

05

Usage of Collaboration Tools

06

Respectful Demeanor

Conclusion

1

Employee Well-being and Satisfaction

- Achieve a 25% increase in the Employee Satisfaction Index.
- Receive a minimum of 85% positive employee feedback.

2

Employee Productivity and Engagement

- Attain a 20% improvement in KPI.
- Increase employee engagement scores by at least 25%.

3

Lunchtime Congestion Reduction

- Reduce local area congestion during lunch breaks by of 35%

4

Employee Retention and Recruitment

- Achieve a 10% reduction in annual employee turnover rates.

5

Overall Employee Health and Well-being

- Diminish absenteeism rates due to health-related issues by 15%.

6

Enhanced Corporate Social Responsibility (CSR) Image

- Receive positive feedback and recognition from at least three external stakeholders or CSR assessment organization.