

Digital Food Business Project

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27/04/2021

Business Scope, Purpose and Objectives

The name of the project is “Digital Food Business.” The purpose of this project is to make food and other catering services available to consumers. The project aims to avail all kinds of foods to working people who have limited time for cooking and standing long queues in hotels waiting for services. Also, the project is aimed at providing food services to parties and other functions. Clients can place orders on time and get quality services. The team is comprised of people with different skills. There are professional chefs, suppliers, service distributors, advertisers, record keepers, and the manager within the team. The objectives of the project include:

- Serving quality and affordable foods.
- Identifying the target market.
- Building a positive customer relationship and focusing on atmosphere and ambience.

How the Team is given a project Outline

A project outline is developed to guide a project by stating what needs to be done to be successful. The project timeline sets up actions and items that are required to keep everything on track. The needs of the project come first. First, the team will be described the project and what it is after. Then, the team is given an overview of the project:

- The way it is going to progress.
- The potential risks that it will have to face.
- The expected delivery.

Since the project is new to the members, it will be reasonable to state that progress will be tracked soon after implementation. Team members will have to look at attention areas.

Attention areas are areas where it is possible to list potential risks (Nijhuis et al., 2018). Then,

the team is given timelines for the start of the project. They are informed on when to start operating on the project.

Strategies for Communication

The first strategy for maintaining communication with the team members has open communication. Having open communication with team members will build trust in the team and make every member feel valued. The second strategy is being clear and concise. Whenever communicating with team members, it is advisable to put the message clearly, especially when communicating about the goal (Bellah et al., 2018). Also, the project manager should welcome feedback from team members and take it seriously. Employees' feedback is good for the success of the business. Also, team members should be regularly updated about the direction of the business.

Tools for Monitoring Goals, Time Frames and Milestones

The first effective tool in monitoring the goals and progress of the team is GoalBuddy. GoalBuddy is a free online tool that tracks goals and progress with other team members who share similar goals (Nakayama & Chen, 2016). Another essential tool is GoalsOnTrack. The tool helps in identifying and accomplishing goals by focusing on the correct activities. GoalsOnTrack has features that enable time tracking, action planning and to-do lists. Another vital tool is Single-step. The tool effectively identifies areas that need change, and it assists in defining and setting team goals.

Project Milestones and Activities

The first project milestone is project approval. The project needs to be approved by getting a license from relevant authorities for operations. Once approved, the project gets the green light for team members to begin working. The second milestone is reviewing

requirements. Here, the project manager and team members will go over the plan and determine the project's needs. The third milestone is design approval. The project design is drawn and presented to the stakeholder, and get feedback on areas for improvement. The fourth milestone is the project phase milestone. Here, the team will work on building and implementing the designed solution. And, the last milestone is getting final approval. Final approval comes after rigorous testing and inspection.

Budget

Item	Cost
Project Licensing	200 SR
Subscription for Tools	100 SR
Purchase of Cooking and Serving Items	550 SR
Food Products	450 SR
Transportation Cost	250 SR
Total Cost	1550 SR

Division of Tasks and Resources

The topmost task in the team is that of the project sponsor. The team's project sponsor, who is in a senior position, communicates directly with the stakeholders. The project sponsor monitors the budget and provides resources. On the other hand, the project manager plans, develop a schedule, assembles the team, and manages the team's workload. The team also has members who will take responsibility for catering services. Others will be distributing food to different destinations. Project controllers will be marketing the project and making it popular.

Monitoring Progress

To effectively monitor progress, first, the team will have to know its goals. The project manager will clarify expectations for each member to know what is expected of him or her. Assigning every member his roles ensures that tasks are handled accordingly. Secondly, to monitor progress, it is advisable to set regular monitoring intervals. Monitoring should be scheduled in a way that is not too much or too little. Then, the project manager should choose a way to collect data and tracking data. Data will be collected through self-reports, and members will be required to check in or track down details. Progress can also be monitored by adjusting expectations.

Maintenance of Current Project Records

All details that need to be recorded are recorded and identified based on facts. The team leader will assign one member to keep records of all the data gathered. The meeting records shall be kept in writing and soft copy for documentation. The group secretary also takes minutes on the progress of the team.

Procedure for Finalizing Projects

First, all deliverables are formally transferred. As the project manager, I will go over the project plan to identify all deliverables and ensure that they are fully completed and handed off. The second procedure is confirming project completion. Team members will agree on the completion of the project before closing it and moving on. Approvals will be needed for project deliverables. Third, a review of all contracts and documentation is needed. Then, the resources are released for the project to kick off.

Legislation Affecting the Project

Some of the legislation laws that affect this project include food service license. For the business to kick-off, it must be inspected by both the local health and state health departments for safety issues. Another legislation requirement is food storage. The project can get a green light after it passes the inspection of its way of storing food. Also, employee safety is considered. Like all employers, restaurants and food shops are subject to federal Occupation Safety and Health Administration regulations.

References

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