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Efficient Grocery Logistic: A Proposal for Reducing Food Waste and Ensuring Freshness on Store Shelves

In Partial Fulfillment of the Requirements for the Degree of
Bachelor of Science in Information Technology

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1. INTRODUCTION

The Logistic System Project Stakeholder Management Strategy will be used to identify and categorize project stakeholders, assess stakeholder power, interest, and influence, as well as assess the management strategy and communication methods for project stakeholders. This will enable us to recognize the most important and influential stakeholders, gather their feedback for project planning, and secure their support as the project moves forward. This will help the project by decreasing the possibility of running into competing goals and increasing the amount of resources needed to finish the project.

To ensure the success of this project by gaining support and feedback for the project, early identification and communication with stakeholders is crucial. Some stakeholders may have interests that the this project could affect favorably or unfavorably. We can better manage and balance these interests while completing all project responsibilities if we start early and frequently communicating with stakeholders.

2. IDENTIFY STAKEHOLDERS

The Logistic Project Team will have a brainstorming session to identify project stakeholders. The principal project team and project sponsor will participate in the brainstorming session. The session will be divided into two sections. The first section centers on Logistic System internal stakeholders. Functional managers, operations staff, financial personnel, warehouse and material handlers, and any other personnel that will be impacted by the Logistic System project are examples of stakeholders. The session's second half will concentrate on external stakeholders. These could be vendors, trial customers, partner organizations, or anyone else who exists outside of the project.

The following criteria will be used to determine if an individual will be included as a stakeholder:

- 1) Will the person or their organization be directly or indirectly affected by this project?
 - 2) Does the person or their organization hold a position from which they can influence the project?
 - 3) Does the person have an impact on the project's resources (material, personnel, funding)?
 - 4) Does the person or their organization have any special skills or capabilities the project will require?
 - 5) Does the person potentially benefit from the project or are they in a position to resist this change?
- Any person who satisfies one or more of the aforementioned requirements will be classified as a stakeholder. To make stakeholder management and communication easier, stakeholders from the same organization will be grouped together.

3. KEY STAKEHOLDERS

The project team will identify important stakeholders as a follow-up to Identify Stakeholders who have the greatest influence over the project or who may be most impacted by it. As stakeholders are studied, it will become clear which ones are the most important and which ones need the

greatest management and communication. Once they have been identified, the project manager will create a strategy to get their feedback on the level of involvement they want, the frequency and style of communication, and any issues or competing interests they may have.

The project manager may decide to include key stakeholders on steering committees, focus groups, gate reviews, or other project meetings or milestones based on feedback obtained. Thorough communication with key stakeholders is required to ensure that all issues are detected and handled, and that project resources stay available.

4. STAKEHOLDER ANALYSIS

The project team will classify and evaluate each stakeholder after all parties involved in the Logistic system Project have been identified. Decide the level of power or influence each stakeholder has over the project, establish the management strategy for each stakeholder, and decide the acceptable levels of communication and participation for each stakeholder.

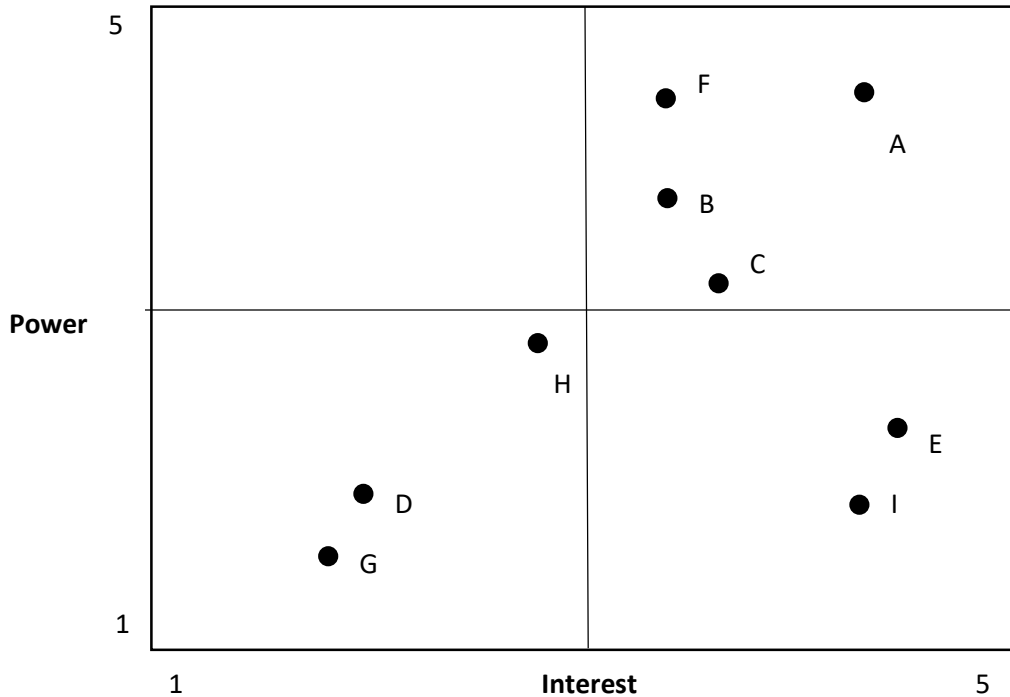
Stakeholders will be grouped by the project team according to their department or organization. The project team will use a power/interest matrix to show the possible impact each stakeholder may have on the project once all stakeholders have been categorized. The project team will create a stakeholder analysis matrix based on this analysis, which will show the issues, amount of involvement, and management approach for each stakeholder.

The chart below will be used to establish stakeholders and their levels of power and interest for use on the power/interest chart as part of the stakeholder analysis.

Key	Organization	Name	Power (1-5)	Interest (1-5)
A	Project Management	A. Cabrera, Ivan Matthew	5	4
B	Asset Management	B. Ygot, Jay-Ar	5	4
C	Warehousing	C. Raymundo, Derick	4	4
D	Procurement	D. Malto, Maria Bianca	2	4
D	Procurement	D. Buen, Shine Christine Joy	2	4
E	Vendor Portal	E. Acasio, Jimboy	3	4
F	Audit Management	F. Osabel, Ma. Xena	4	5
G	Vehicle Reservation System	G. Madrid, John Emer	2	2
H	Fleet Management	H. Reyes, Justine Francis	3	3

I	Document Tracking System	I.Padullo, Francisco	2	4
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Below is the power/interest chart for the Logistic System Project stakeholders. Each letter represents a stakeholder in accordance with the key in the chart above.



Based on the power and interest analysis and chart above, stakeholders D, G, and H will require minimal management effort as they reside in the lower left quadrant of the matrix. Stakeholders E and I, in the lower right quadrant, must be kept informed through frequent communication on project status and progress. Stakeholders F, C, B, and A in the upper right quadrant, are key players and must be involved in all levels of project planning and change management. Additionally, stakeholders F, C, B and A should be participatory members in all project status meetings, gate reviews, and ad hoc meetings as required.

The stakeholder analysis matrix will be used to capture stakeholder concerns, level of involvement, and management strategy based on the stakeholder analysis and power/interest matrix above. The stakeholder analysis matrix will be reviewed and updated throughout the project's duration in order to capture any new concerns or stakeholder management strategy efforts.

Stakeholder	Concerns	Quadrant	Strategy
A	Ensure the timely and within-budget development and implementation of the logistics system.	Key Player	Develop a detailed project schedule, allocate resources effectively, and establish clear roles and responsibilities.
B	Efficiently track and maintain physical assets to minimize downtime and costs.	Key Player	Implement an asset tracking system to monitor the location, condition, and maintenance schedules of assets.
C	Optimize storage and order processing to ensure timely and accurate order fulfillment.	Key Player	Implement inventory management systems to monitor stock levels and automate replenishment orders.
D	Procure goods and services at the best possible prices and terms to support logistics operations.	Minimal Effort	Centralize procurement activities to leverage bulk purchasing and negotiate favorable terms with suppliers.
E	Streamline communication and collaboration with suppliers for efficient order management.	Keep Informed	Create a user-friendly vendor portal that allows suppliers to access order information, submit invoices electronically, and track deliveries.
F	Ensure regulatory compliance and operational efficiency through regular audits and improvements.	Key Player	Establish an audit management system to ensure compliance with industry standards and regulations.
G	Optimize vehicle allocation and usage for efficient transportation within the logistics network.	Minimal Effort	Implement a scheduling algorithm to optimize vehicle allocation based on delivery routes and demand.
H	Maintain and manage the logistics fleet to reduce operating costs and improve delivery performance.	Minimal Effort	Implement preventive maintenance schedules to reduce breakdowns and extend vehicle lifespan.



I	Efficiently manage and track all logistics-related documents to support accurate record-keeping and compliance.	Keep Informed	Implement a digital document management system to centralize document storage and retrieval.