

# Project Planning Phase

Date	25 June 2025
Team ID	LTVIP2025TMID31177
Project Name	To Supply Leftover Food to Poor

The **Project Planning Phase** is crucial for outlining how the project will be executed, monitored, and controlled. It transforms an idea into a structured and executable plan.

## Goal:

Rescue leftover food from donors (restaurants, events, homes) and redistribute it safely to the poor and hungry.

## Objectives:

- Reduce food waste in urban areas.
- Feed underprivileged populations.
- Build a sustainable, scalable distribution system.

## Scope Planning

- **In-Scope Activities:**
  - Food collection, packaging, storage, and transportation.
  - Volunteer mobilization and training.
  - Development of a mobile/web application.
- **Out-of-Scope Activities:**
  - Food preparation or cooking.
  - Donations of raw food ingredients.

## Stakeholder Identification

Stakeholder	Role
Food Donors	Provide leftover food
NGOs/Volunteers	Collect and distribute food
Government Bodies	Provide regulations, approvals
Tech Team	Build coordination platform/app
End Beneficiaries	Receive food

## Resource Planning

- **Human Resources:** Volunteers, delivery personnel, food inspectors, developers.
- **Physical Resources:** Storage containers, vans/bikes, cold boxes, packaging material.
- **Technical Resources:** Mobile app, donor dashboard, real-time tracking system.
- **Financial Resources:** Grants, crowdfunding, CSR support.

## Budget Estimation

Estimate based on pilot scale:

- App development: ₹50,000
- Transport & Fuel: ₹30,000/month
- Food-grade containers: ₹15,000
- Volunteer kits: ₹5,000
- Marketing & outreach: ₹10,000
- Miscellaneous (10% contingency)

## Time & Schedule Planning

Create a project timeline with key milestones:

Week	Milestone
1	Partner NGO & donor onboarding
2–3	App/Platform design & testing
4	Logistics & volunteer training
5	Pilot run in 1-2 neighborhoods
6	Full rollout and live tracking

## Final Deliverables of Planning Phase

- Detailed project plan and timeline
- Resource and budget plan
- Risk and mitigation document
- Stakeholder communication plan
- App wireframes or prototype
- SOPs for food handling and delivery

### Project Planning Phase: Supplying Leftover Food to the Poor

