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:

- o Food collection, packaging, storage, and transportation.
- o Volunteer mobilization and training.
- Development of a mobile/web application.

• Out-of-Scope Activities:

- Food preparation or cooking.
- o 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



Define Project Objectives

- Collect surplus edible food and redistribute it
- Minimize food waste
- Build a sustainable donation network



- transportation

 Volunteer mobilization and training
- Development of mobile/web
- application



Time & Schedule Planning

- Foernal: Daly briefings
- External: Monthly reports, app notifications
- · Community awareness posters
- Emergency: 24/7helpine



Communication Plan

○ ○ Stakeholder

NGOs/Volunteers

Local Authorities

Food Donors

BeneficiariesTech Developers

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Work Breakdown

Parther Onboardoing

Platform Development

Food Collection Planning

Logistics and Routes Setup

Quality Control Measures Distribution Execution

Monitoring & Feedback Collection

Structure (WBS)

- Internal: Daily briefings
- External: Monthly reports app notifications.α. E mailas
- Emergency: 24/7 helpine



Rudget Planning

- App Development 30000 ₹1,00,000
- Logistics & Transportation
 ₹30,000/month
- Packaging & Storage
 10,000/month
- Training & Outreach
- ₹20,000



Monitoring & Evaluation

- No. of meals rescued per/week
- No. of beheficiaries served
- Reduction in food waste (kg/month)
- Volunteer participation rate
- Donor satisfaction ad retention

