

Scope Statement and Requirements Documentation

Project Title	Reduce Food Waste in Cafeterias
Project Justification description of the need that the project is intending to address	The project aims to attain a sustainable approach to reduce food wastage in George Brown college cafeterias.
Project Summary description of the product or service being created by the project	College can seek help to reduce food wastage in cafeterias in the following ways: <ul style="list-style-type: none"> a) Use Lean Path Spark technology to bring food waste information to life on displays, combining high-impact messaging with real-time feedback loops. This food waste prevention technology allows us to track pre- and post-consumer food waste by incorporating floor scales and integrating digital signage to track, educate and act. Spark may be installed in the front-of-house to educate consumers, or in the back of-house to inform kitchen staff about food waste priorities. b) Daily donations to orphanage, food banks, and charities. c) Reduce the size of food plates from round to oval plates with a smaller surface area. d) Have a close monitoring of the food and water consumption and adjust the purchases to the actual requirements. e) Have a compost alternative for the food waste.
Product Deliverables at least 5 key in-scope and 5 out-of-scope deliverables	In-scope <ul style="list-style-type: none"> A) Reduce food waste created by the cafeteria by minimum of 15%. B) Give left over food-to-food banks or homeless shelters every day by 9.30 pm. C) The machinery required for Lean Path Spark technology must accurately provide the food waste information without any technical issues, subject to a 3% error rate. D) The cost of raw material and the implementation of the Lean Path Spark technology as well as the organization of the food banks, should be completed under a budget of \$300,000. E) A progress report for the implementation and any issues addressed during it should be created and sent to GBC (GEORGE BROWN COLLEGE) Sustainability Task Force for review every Friday, starting May 1, 2022, till two weeks after the launch period, by 5 pm. F) Providing seminars to students on benefits of a sustainable approach to reduce food wastage.

	Out of scope <ul style="list-style-type: none"> a) Project cannot put a limit to students' choice of meal portion size per student to promote reducing food wastage. b) Limiting the current cafeteria menu to promote reducing food wastage. c) Infrastructure change required for cafeterias to comply with project deliverables. d) Limiting how much left-over food is given to homeless shelters/food banks. e) Limited on the budget George Brown has for food supplies. f) Delays in transport of food to foodbanks/homeless shelters/orphanages. g) Providing food storage containers to foodbanks/homeless shelters/orphanages.
Project Assumptions: at least 5 assumptions	<ul style="list-style-type: none"> a) George brown will have the financial support to be able to complete the project. b) George brown cafeterias staff will all comply to all Lean path Spark's requirements. c) All of George brown students will actively participate in food waste reduction activities. d) All left over food will be donated to local homeless shelters, orphanages, and food banks. e) George Brown will have a strong connection with food suppliers and will receive food supplies on a regular basis.
Project Constraints at least 5 constraints	<ul style="list-style-type: none"> a) The implementation work of the Lean Path Spark technology must have enough time and labor to complete the required timeline of end date December 31, 2022, subject to extra resources under any issue. b) The cost of the procurement, implementation, and packaging should not exceed the budget of \$300,000. c) Environment conditions can affect the product quality and timeline of the delivery. d) Food supply cost will be a challenge as typically the cheaper foods are bought in larger quantities and have the potential to produce more waste. e) The cost of delivering the leftover food to homeless shelters/food banks/orphanage should also be considered under the required budget.

List at least 10 requirements for the product or service that your Team is developing through the project:

Requirement ID	Product or Service	Requirement Name	Requirement Description	Requirement Verification	Source	Assumption(s)
R-1	Reduce Food Waste	Implementing a new food reduction system	- Implement Lean Path Spark system into our cafeterias and reduce food waste created by the cafeteria by minimum of 15%.	- The system is fully functional and shows statistics and results.	https://www.leanpath.com/	- GBC will provide funding for the Lean Path Spark System.
R-2	Donate Food	Donate to Food Banks	- Any leftover food will be donated to food banks.	- Food delivered to food banks must be confirmed of good quality and packaging.		- All leftover food will be delivered on Mondays & Tuesdays.
R-3	Resources Usage	Reduce Plate Size	- Reduce the size of food plates from round to oval plates with a smaller surface area.	- The size of the new plates delivered to all George Brown kitchens must be confirmed with proper measurements.		- Oval plates will have less food and will reduce food waste.
R-4	Donate Food	Donate to Homeless Shelter	- Leftover food will be given to homeless shelters.	- Food delivered to homeless shelters must be confirmed of good quality and packaging.		- All leftover food will be delivered on Wednesdays & Thursdays.
R-5	Resources Usage	Food Supply Reduction	- Lower the quantity of raw food materials ordered each week by kitchen staff.	- Reduce food supplied to George brown so that we have less food leftovers than before.		- GBC cafeterias staff will cooperate with the decision and the raw food materials quantity will be reduced gradually.
R-6	Resources Usage	Food Serving Reduction	- Reduce the amount of food served on each plate to students.	- Monitor the results by counting how many students found one serving is enough for them or refill was necessary. Compare before and after results.		- GBC cafeteria's staff and students will cooperate with the decision and no issues will be reported because of this.
R-7	Reduce Food Waste	Food Recycling	- Any food that can be reused will be recycled into more meals.	- Leftover foods being used in other meals should be tested for quality and reusability.		- Food that is left over from other days, if possible, will be reused for other meals.

R-8	Reduce Food Waste	Communication with stakeholders	- Communication of the program to key stakeholders.	- All Stakeholders are informed about the food reduction programs through tested communication methods.		- Stakeholders will be informed by weekly update about the progress.
R-9	Donate Food	Donate Orphanages	- Any leftover food will be donated to orphanages.	- Food delivered to orphanages must be confirmed to be of superior quality.		- All leftover food will be delivered on Friday, Saturdays, and Sundays.
R-10	Donate Food	Food packaging	- Any leftover food donated should be packaged in durable, good, recyclable containers.	- Food container quality must be tested for eco-friendliness and recyclable qualities.		- All packaging will be in high quality and durable containers to ensure food is delivered of high quality.