

Team #:

4

Project Name:

Reduce Food Waste in Cafeterias

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Team Members:

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1 Initiation
1.1 Perform Market Study
1.1.1 Study similar projects
1.1.2 Prepare market study report
1.1.3 Define project deliverables
1.2 Project Kick Off
1.2.1 Generate project charter
1.2.2 Identify stakeholders
1.2.3 Schedule Kick Off meeting

2 Planning
2.1 Consult Lean Path Spark Technology
2.1.1 Research past projects
2.1.2 Decide on strategy
2.1.3 Finalize budget
2.2 Consult George Brown Cafeteria Director
2.2.1 Discuss Lean Path Spark strategy
2.2.2 Collect requirements for cafeterias upgrade
2.2.3 Finalize plan for cafeterias upgrade

3 Execution
3.1 Install Lean Path Spark Software
3.1.1 Contact Lean Path
3.1.2 Acquire license
3.1.3 Perform pilot run
3.2 Utilise leftover food
3.2.1 Contact homeless shelters/orphanages/food banks
3.2.2 Sign contract with homeless shelters/orphanages/food banks
3.2.3 Schedule deliveries
3.3 Order small plates/storage containers for cafeterias
3.3.1 Research small plates and storage containers
3.3.2 Compare suppliers per budget
3.3.3 Finalize supplier
3.4 Train Staff on using Lean Path Spark

3.4.1 Acquire training course
3.4.2 Arrange training
3.4.3 Handover training completion certificate
3.5 Educate students and staff on Food Waste
3.5.1 Provide educational pamphlet
3.5.2 Hang educational posters in college
3.5.3 Show impact of food wastage on the community/environment

4 Monitoring
4.1 Asses Performance
4.1.1 Monitor performance issues of Lean Path Spark software
4.1.2 Analyze old vs new food wastage report
4.1.3 Take corrective actions
4.2 Validate quality, cost and scope of project
4.2.1 Schedule weekly status meetings
4.2.2 Compare project baselines
4.2.3 Log issues affecting quality, cost and scope

5 Closing
5.1 Finalize project completion
5.1.1 Update the project documentation
5.1.2 Conduct project satisfaction survey
5.1.3 Create a final project report
5.2 Perfom project closure activities
5.2.1 Document lessons learnt
5.2.2 Verify completion of deliverables
5.2.3 Handover operations to the cafeteria team