

## **Project Idea: Sehri and Aftari Hosting for Ramadan 2025**

### **1. Project Overview:**

- Objective: Host daily Sehri and Aftari meals for the whole month of Ramadan 2025, providing free meals to the community.
- Duration: 1 month
- Budget: PKR 800,000
- Deliverables: Daily Sehri and Aftari meals, project documentation, and operational guidelines

### **2. Planning Phase:**

- Define project scope and objectives
- Research suitable locations for hosting meals
- Create a detailed project plan with timelines and milestones
- Develop budget estimates and resource allocation

### **3. Team Collaboration:**

- Assign team roles: Project Manager, Food Procurement Officer, Volunteer Coordinator, Marketing Officer, Logistics Officer
- Use collaboration tools like Trello or Asana to track tasks
- Conduct weekly progress meetings
- Share progress reports and updates through Google Workspace

### **4. Risk Management:**

- Identify potential risks: Food shortages, hygiene issues, low volunteer turnout
- Develop risk mitigation strategies
- Regularly monitor risks and update the risk register
- Have contingency plans for food supply and volunteer backup

### **5. Procurement & Resource Management:**

- Identify required food items and utensils
- Source items from reliable suppliers
- Negotiate costs and delivery timelines
- Manage inventory through a tracking system

### **6. Menu Design & Setup:**

- Finalize daily Sehri and Aftari menu:
  - Sehri: Milk, yoghurt, chapati, salan, dates, water
  - Aftari: Dates, juice, samosay, rice pulao
- Set up serving stations at the selected locations
- Collaborate with the food procurement team for quality assurance

#### **7. Implementation Phase:**

- Prepare and serve Sehri and Aftari meals daily
- Organize volunteer shifts for meal distribution
- Maintain cleanliness and hygiene standards
- Provide takeaway options for those unable to dine on-site

#### **8. Quality Control:**

- Inspect food quality daily
- Ensure proper portioning and presentation
- Collect community feedback on meals
- Address any complaints or issues promptly

#### **9. Documentation:**

- Maintain detailed logs of meals served and expenses
- Create an operational manual for meal distribution
- Compile the final project report

#### **10. Project Closure:**

- Finalize project deliverables
- Obtain stakeholder and community feedback
- Celebrate project completion with a closing ceremony
- Archive all project documents for future reference