

# Project Planning Phase

Date	4 Nov 2025
Team ID	NM2025TMID02156
Project Name	To supply leftover food to poor
Marks	5 Marks

## 1. Project Objectives

- **Primary Goal:** Reduce food wastage by redistributing leftover food to underprivileged communities.
- **Secondary Goals:**
  - Create a reliable network of food donors, volunteers, and recipients.
  - Ensure food safety and hygiene during collection and delivery.
  - Monitor and report project impact for continuous improvement.

## 2. Scope of the Project

- **In-Scope:**
  - Partnering with restaurants, cafes, hotels, and households to collect leftover food.
  - Setting up a volunteer network for food pickup and delivery.

- Using a mobile app or messaging system (like WhatsApp) to manage requests and track deliveries.
  - Maintaining records of food collection and delivery.
- **Out-of-Scope:**
    - Cooking or preparing food from scratch.
    - Selling food or any commercial activities.
    - Large-scale food processing or storage facilities (unless funded in future phases).

### 3. Stakeholder Identification

Stakeholder	Role	Responsibilities
Food Donors (restaurants, households)	Provide leftover food	Notify availability, ensure food is safe for consumption
Volunteers	Pickup & deliver food	Collect, check quality, and deliver food timely
NGO / Shelter / Beneficiaries	Receive food	Inform needs and provide feedback
Project Team	Coordination & management	Monitor operations, assign volunteers, report metrics
App/Tech Team	Platform development	Build and maintain request-tracking system

### 4. Project Deliverables

- Mobile/web platform for food donation requests.
- Standard Operating Procedures (SOP) for food collection, transport, and delivery.
- Volunteer training manual and schedule.
- Reports on food collection volumes, beneficiaries served, and impact metrics.

## 5. Project Activities / Work Breakdown

### 1. Requirement Gathering

- a. Identify potential donors and recipients
- b. Understand local regulations on food safety

### 2. System Development

- a. App/WhatsApp integration for request handling
- b. Tracking system for deliveries

### 3. Volunteer Recruitment & Training

- a. Recruiting volunteers
- b. Training on food hygiene and safety

### 4. Food Collection & Delivery Operations

- a. Schedule pickups
- b. Map delivery routes
- c. Implement quality checks

### 5. Monitoring & Evaluation

- a. Collect feedback from donors and beneficiaries
- b. Generate performance reports
- c. Adjust processes as needed

## 6. Timeline / Milestones

Phase	Duration	Key Milestone
Planning & Requirement Analysis	1 month	Stakeholders identified, SOP drafted
System Development	1–2 months	App/WhatsApp platform ready
Volunteer Recruitment & Training	1 month	Volunteers onboarded
Pilot Operations	1 month	First 100 deliveries completed
Full-scale Operations	Ongoing	Regular collection and delivery

## 7. Resource Planning

- **Human Resources:** Project manager, tech team, volunteer coordinator, drivers/volunteers.
- **Material Resources:** Vehicles (bikes/cars), insulated food containers, mobile phones, app.
- **Financial Resources:** Fuel costs, mobile app development, volunteer incentives (if any).

## 8. Risk Management

Risk	Impact	Mitigation
Food spoilage	High	Implement strict quality checks, quick delivery
Volunteer unavailability	Medium	Maintain backup volunteer list
Donor reluctance	Medium	Awareness campaigns, incentives
Logistics delays	Medium	Real-time GPS tracking, optimize routes
Regulatory issues	High	Comply with local food safety laws

## 9. Success Metrics

- Number of meals delivered per week/month.
- Reduction in food waste from donor establishments.
- Number of volunteers engaged.
- Beneficiary satisfaction and impact reports.