

MODULE III Handout

Learning objectives:

1. Learn how to plan, organise, execute and implement projects.
2. Understand how to analyse, optimise and improve business processes.
3. Plan long-term activities, analyse the market environment, identify organisational strengths and weaknesses and make decisions.
4. Identify, understand and manage sources of stress and apply effective coping strategies.
5. Strengthen resilience, adapt to changing conditions, maintain flexibility and overcome challenges under uncertainty.

Activity for self-reflection:

Creating a Process Map **Strawberry Harvesting.**

Think about the process and write it down based on the provided table. Consider what other additional processes are related to this one.

Process Owner:	Who will be responsible for the process?
Process Name:	Create a suitable name for the process.
Process Goal:	Write down the goal using specific details.
Process Participants:	Who will be involved in the process, what resources and tools are required?
Process Start:	What will be the process initiation? What will be the input?
Process End:	What will be the outcome of the process?
Process Activities:	What activities are involved, and what is their sequence in the process?
Process Activity Risks:	What obstacles may arise during the course of the process?
Process Activity Issue Resolution:	What steps need to be taken in case of obstacles?

Case study activity:

Development of a Project Action Plan. **Bee Farm. New activities.**

Define the purpose and scope of the project: define what the end goal of the project will be (e.g. how many hives you will have, what products you will produce). Make a list of project activities: make a list of tasks that need to be done to achieve the project objectives (e.g. buy hives, learn about beekeeping, prepare for winter, etc.). Identify the dependencies between activities: specify which activities must be done first and which later (e.g. prepare hives, plan the location before buying a colony). Estimate the duration of the activities and the resources needed: define how long each activity will take and the resources it will require (e.g. how much the bees and equipment will cost, how many days it will take to prepare the hive camp). Create a project plan: project objective, list of activities, dependencies, duration, resources needed, timetable, budget. Document the entire project activity plan. Describe the importance of each planning step in the project implementation. Think about which project performance management tool would suit you.

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