

COMMUNITY LUNCH

The Epic Quest of Reinventing
Community Lunch's Inventory
Management



PRODUCT OWNER:
ODUNAYO 'IFY'
AKINRINADE



SCRUM MASTER:
DAVID JOSEPH
GONZALES



MUSCLE: STEPHANE
KADIMA



TECH BABE: THAO
'TAYLOR' NGUYEN



PROCESS GURU:
PATRICK LEARY



INFORMATION
EXPLORER: HARINI
BALAVENKATESH

PROJECT OVERVIEW

Project Purpose: To revamp and **improve the inventory management system of Community Lunch**, a non-profit organization, addressing the challenges of limited resources and scattered inventory tracking.



Background: Community Lunch was facing **difficulties with their inventory space and tracking methods**. The existing system was inefficient and lacked organization, leading to resource scarcity and disorganization.



Mission: Our mission was to create a **streamlined and efficient inventory management system for Community Lunch**. By implementing effective processes and tools, we successfully optimized inventory space and enhanced tracking capabilities to ensure sufficient resources and improved organization.

Product Backlog

User Story Title	Detail	Emergent	Estimate (days)	Estimate (weeks)	Priority (1-10 = highest)
Funding Analysis	1. Create and advertise a Go Fund Me page for the organization		14	2	9
Inventory Management Restructure	1. Identify inventory categories based on commonalities between items 2. Move inventory items into appropriate categories 3. Label shelves and bins with category names for easy identification.	Space planning to change based on client's adjustments on specifications, and timeline due to team availability.	14	2	10
Inventory Tracking	1. Establish a recording process for purchase and usage of inventory 2. Create spreadsheets/record system to track inventory data	Record system low tech ~ advance based on the client desire	21	3	9
Flexible Training Execution	1. Create training documentation 2. One training course with the two primary stakeholders;	Additional training for the group upon request and based on availability	4	2	6

AREAS OF ACCOMPLISHMENT



RAISED ALMOST 1000
DOLLARS FOR THE
PROJECT



CREATED A PHYSICAL
AND SOFTWARE
TRACKING SYSTEM
FOR THEM



HELPED TO
REORGANIZE THEIR
INVENTORY IN AN
ACCESSIBLE WAY



USED FUNDRAISING
MONEY TO PROVIDE
SHELVES, BINS AND
OTHER INVENTORY
MANAGEMENT TOOLS



FINISHED OUR TASKS
WAY BEFORE
DEADLINE



FORMED A
COMMUNITY WITH A
SHARED VALUE



Better team
communication



Better communication with
Community Lunch



Meeting deadlines for
sprints



Confirming the needs
of Community Lunch

AREAS OF IMPROVEMENT



BEFORE



DURING



PROGRESS



DONE



PERFORMANCE AGAINST OBJECTIVES

Met all planned objectives: Successfully executed and accomplished all project objectives according to the established plan.



Fundraising: Reached
target



Inventory Management
Restructure: Reached
target



Inventory Tracking:
Reached target



Flexible Training
Execution: Reached
target

PERFORMANCE AGAINST SCHEDULE



Deviations from Planned Schedule: Actual performance differed from the initial planned schedule due to factors like **different opinions, conflicting schedules, and lack of response from Community Lunch** or problems related to sourcing materials.



Adaptability and Mitigation: Our team demonstrated adaptability by adjusting plans and mitigating delays to the best of our abilities.



Valuable Lessons Learned: Managing schedule-related issues provided valuable insights for future projects, emphasizing the importance of effective communication and proactive planning.

PERFORMANCE AGAINST BUDGET



Meeting Funds Target: Successfully achieved the set funds target within the planned timeframe, ensuring financial stability for the project.



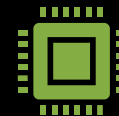
Efficient Resource Allocation: Effectively utilized the allocated budget to purchase essential items such as bins, shelves, and other necessary tools for the inventory management revamp.

Responsible Budget Management: Demonstrated responsible budget management practices, ensuring that allocated funds were utilized effectively and in alignment with project objectives.

DEFINITION OF "QUALITY" AND "DONE"



For the physical inventory arrangements, quality meant not only **aesthetically pleasing** but also **easy to use and accessible**. We considered factors such as ease of navigation, prevention of potential injuries, and overall user satisfaction.



In terms of the software, our definition of "done" was whether the clients **could use the system without assistance**. We ensured thorough testing and **multiple trials, making sure the clients were comfortable and confident in using the implemented systems**.

MEETING QA EXPECTATIONS: CUSTOMER SATISFACTION



The project met QA expectations through comprehensive testing and evaluation. We conducted tests on the software process and physical inventory arrangements, acting as users to ensure usability, accessibility, and safety.



We actively engaged with the clients, asking questions from various perspectives such as volunteers, inventory managers, and newcomers. This approach allowed us to gather valuable feedback and address any concerns to enhance the overall quality of the project.

MOST CHALLENGING



Software Process Creation and Agreement: Challenging due to disagreements and uncertainties from Community Lunch and the team, requiring extensive discussions and negotiations for a mutually agreed software process.



Synchronization of Schedules: Challenges in finding suitable times that worked for all team members and Community Lunch, requiring flexibility, effective communication, and proactive efforts to accommodate different availability constraints.

EASIEST? MOST FUN? MOST REWARDING?



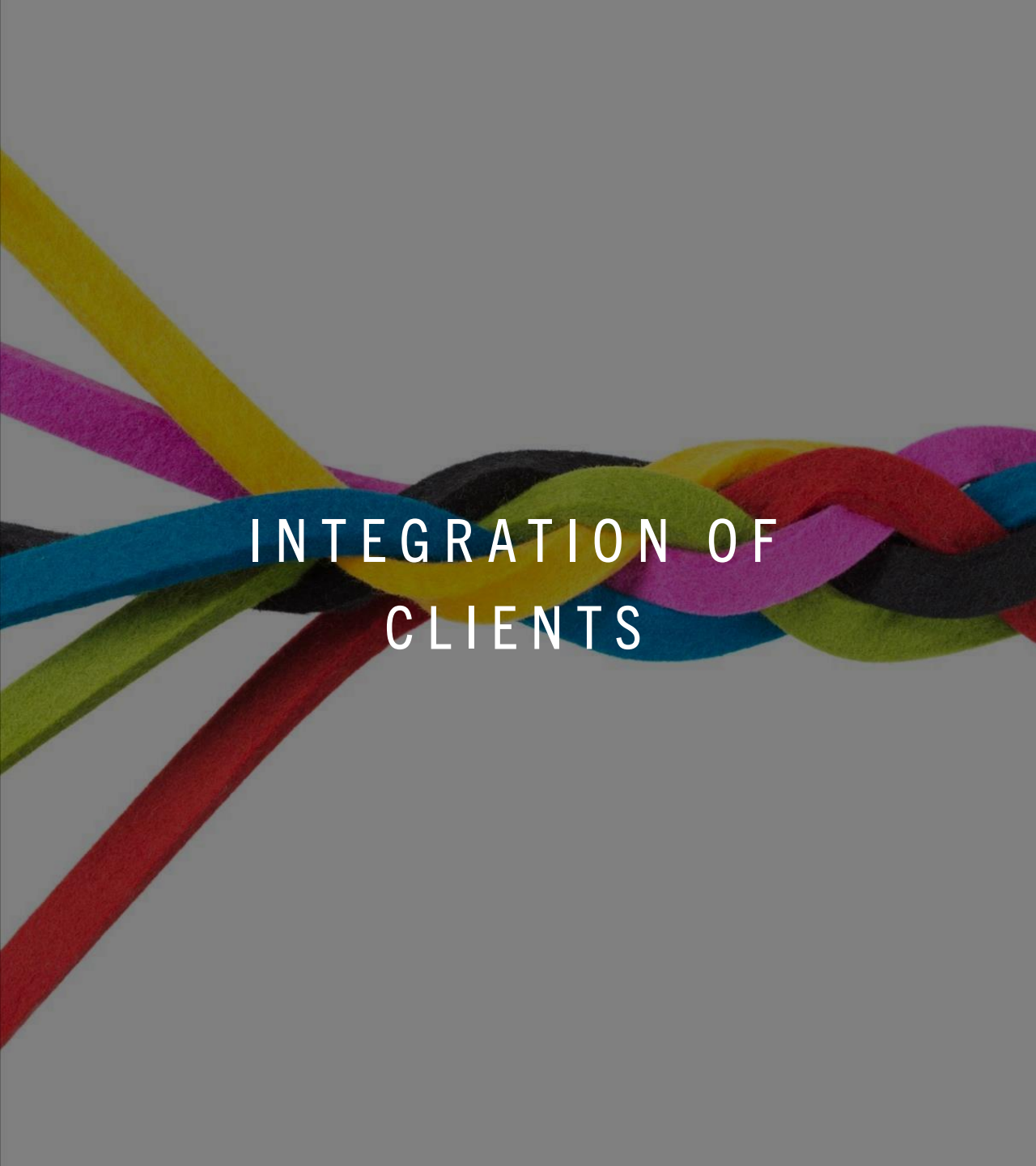
Easiest: **Fundraising** proved to be the easiest aspect, thanks to the contributions and efforts of Patrick and the rest of the team. We successfully reached our target, ensuring financial stability for the project.



Most Fun: The most enjoyable part of the project was **arranging and organizing the items**. This task provided a fun and collaborative experience, allowing the team to bond while creating an efficient and visually appealing inventory space.



Most Rewarding: The most rewarding aspect of the project was **creating and implementing a sustainable inventory tracking system for Community Lunch**. This solution will have a lasting impact, ensuring efficient management of resources and facilitating smoother operations for the organization in the long term.



INTEGRATION OF CLIENTS

The clients were integrated into the Agile Scrum process through:

- Active participation and collaboration.
- Sought for their input and incorporated their feedback throughout the project's lifecycle.
- Regular meetings and feedback sessions allowed for effective client integration and alignment of expectations.

COMMUNICATIONS - WHAT WORKED WELL



Stakeholder Inputs: Prioritizing client's needs and ensure that every component of the product aligns with the client's expectations as well as capacity. Questioning, testing, and involvement throughout the project was essential for ensuring their satisfaction and delivering a high-quality solution.



Regular Sprint Reviews: We conducted frequent sprint reviews to showcase the progress made and gather feedback from the customers/clients. This allowed for timely adjustments and ensured alignment with their expectations.



Clear and Concise Updates: We provided clear and concise updates on the project's status, highlighting achievements, challenges, and next steps. This enabled effective communication and minimized confusion.

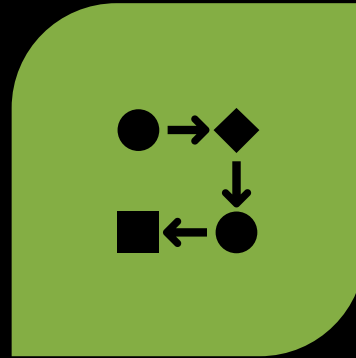


Open Channels of Communication: We established open channels of communication, such as email, meetings (**zoom and physical**), and documentation, to facilitate prompt and efficient information exchange. This fostered collaboration and enabled quick resolution of any issues or concerns.

AREAS TO IMPROVE / LESSONS LEARNED



FREQUENT COMMUNICATION IS KEY TO PROJECT SUCCESS. REGULARLY SHARING SPRINT RESULTS WITH CLIENTS HELPS MANAGE EXPECTATIONS AND ENSURES THEIR INVOLVEMENT IN DECISION-MAKING.



PROACTIVE CLIENT ENGAGEMENT AND A WELL-DEFINED FEEDBACK LOOP ARE CRUCIAL FOR GATHERING TIMELY FEEDBACK AND INCORPORATING IT INTO THE PROJECT'S DIRECTION.



CONTINUOUS IMPROVEMENT IN COMMUNICATION PRACTICES IS NECESSARY TO ADAPT TO EVOLVING CLIENT NEEDS AND ENHANCE OVERALL PROJECT SUCCESS.

BEST PRACTICES AND LESSONS LEARNED



WHAT WORKED WELL

- **Collaboration and Teamwork:** The team members collaborated effectively, leveraging their diverse skills and expertise to achieve the project objectives.
- **Clear Communication:** Regular and open communication among team members facilitated smooth progress and ensured everyone was on the same page.
- **Flexibility and Adaptability:** The team demonstrated flexibility in adapting to unforeseen challenges and adjusting plans accordingly.
- **Appreciation and Recognition:** Recognizing and appreciating the contributions of team members, donors, and stakeholders fostered a positive team environment and motivated individuals.



TECHNICAL/SCIENCE ELEMENTS OF PROJECT MANAGEMENT



Effective Use of Agile Methodology: Utilizing Agile principles, such as product backlogs, sprints, and regular reviews, facilitated iterative development and ensured alignment with project goals.



Thorough Testing and Quality Assurance: Conducting rigorous testing of both software and physical inventory processes ensured a high level of quality and usability.

LEADERSHIP/PEOPLE/ART ELEMENTS OF PROJECT MANAGEMENT



Strong Leadership: Effective leadership skills, exemplified by the scrum master and team members, facilitated decision-making, coordination, and motivation within the team.



Emphasis on Team Cohesion: Creating a supportive and collaborative team culture contributed to a positive and productive working environment.

ELEMENTS OF THE PM PROCESS TO IMPROVE



Enhanced Risk Management: Strengthening risk management strategies, including identifying and mitigating potential risks proactively, can help prevent potential setbacks.



Streamlined Communication with Stakeholders: Improving communication channels and ensuring timely and consistent communication with stakeholders, such as the Community Lunch organization, can minimize misunderstandings and delays.

IMPORTANT LESSONS LEARNED



Communication and Collaboration: Effective communication and collaboration are key to project success, especially in the face of differing opinions and challenging schedules.

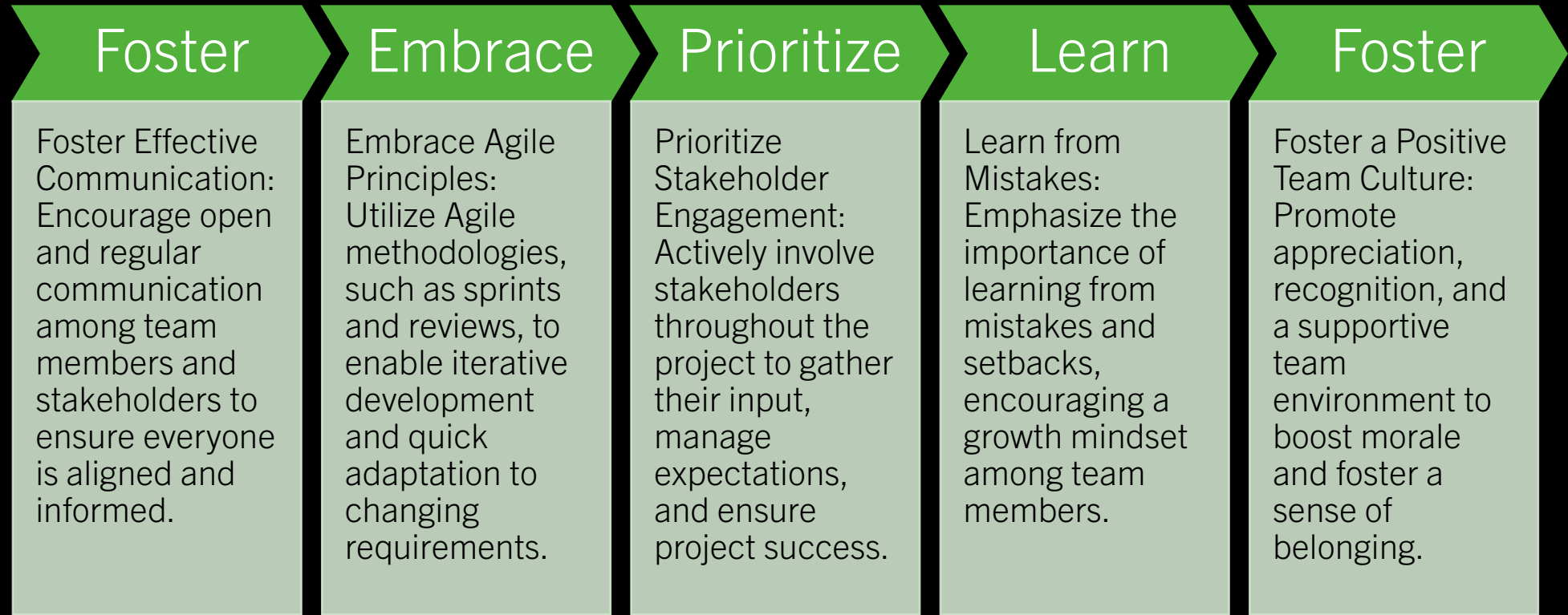


Customer-Centric Approach: Putting oneself in the shoes of the customers and involving them throughout the process is crucial to ensure their satisfaction and the project's relevance.



Adapting to Uncertainty: Being prepared to adapt plans and embrace uncertainty is essential in dynamic project environments.

RECOMMENDATIONS/ADVICE FOR NEXT YEAR'S CLASS



RECOGNITION AND APPRECIATION



THANK YOU TO
OUR DONORS!



GREG MAGNAN
BILL WEIS
GARRETT LITTLE
MANOJ SUNDAR
TRAVIS SMITH
ERIC NORMAN
ERIN SWEZEY
RIO ATTEBERRY
EMMALINE YOUNG
AXEL NTWARI

*AND TO ALL OUR
ANONYMOUS
DONORS!

INDIVIDUAL APPRECIATION



Ify: A huge thanks to Ify for helping us navigate through the many uncertainties in the project with your impeccable ability to bring people together, empathetic leadership, and keen sense for untangling thoughts, which were essential to the execution of the project.



David: Thank you, David, for your dependability and reliability throughout the project. Your contributions as the scrum master were invaluable, taking the role to new heights.



Harini: Appreciation goes to Harini for your diligent research and providing fresh perspectives when needed. Your insights and ideas greatly enriched the project.



Taylor: A big thank you to Taylor for your technical expertise, which played a crucial role in developing the software. Your skills and dedication were instrumental in bringing the project to life.



Patrick: Expressing our gratitude to Patrick for not only raising funds but also managing the proper distribution. Your patience and resourcefulness made a significant impact on the project's success.



Stephane: Thank you, Stephane, for not only being the muscle behind inventory management but also for being a supportive and attentive team member. Your logical approach and attentive ear greatly contributed to the state of the inventory.

THANK YOU

