

PROJECT PROPOSAL

[TITLE OF THE PROPOSAL]

A Proposal for the Establishment and Operation of a University Canteen

Submitted by	[Name of Proposal Owner]
Department	[Department]
Faculty	[Faculty]
Contact Details	[Email / Phone Number]
Date	[Date of Submission]

(If you have submitted the proposal as a group, please provide the details of all group members as well.)

Submission Guidelines

Deadline: Proposals must be submitted on or before **21st August 2026**.

Route: Submit through the Dean of your respective Faculty.

By Email: ruslublc@rjt.ac.lk

By Hand: Physical submission to the KTTO is also accepted.

1. Background

Describe the current context: the institution, its size, existing food/dining arrangements (if any), and why this proposal is being brought forward now.

2. Problem Statement

Clearly state the specific gap or issue the canteen will address — e.g. lack of affordable, hygienic, or accessible food options for students and staff. Support with evidence or observations when ever possible.

3. Aim

State the single overarching purpose of the proposal in one or two sentences.

4. Objectives

4.1 Primary Objectives

List the main objectives the canteen aims to achieve

- [Primary objective 1]
- [Primary objective 2]

4.2 Specific Objectives

List the specific and measurable objectives that support the main objectives above.

- [Specific objective 1]
- [Specific objective 2]
- [Specific objective 3]

5. Proposed Way of Running the Canteen

Give an overview of how the canteen will function day to day — staffing, hours of operation, menu approach, and general management structure — before the detailed subsections below.

5.1 Operational Model

Specify who will run the canteen. Please mark ✓ (Yes) or ✗ (No) and briefly describe the rationale for your choice (e.g. self-managed, outsourced/contracted, student cooperative, hybrid model) and the rationale for this choice.

Operational Model	✓/✗	Rational
Self-Managed		
Outsourced/contracted		
Student cooperative		
Hybrid model		
If any other than the above models		

5.2 Payment

Describe the payment system to be used. Please mark ✓ (Yes) or ✗ (No) and briefly explain how transactions and pricing will be managed —

Payment Method	✓/✗
Cash	
Card	
Any Other Method	

Transaction management practices:

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5.3 Student Involvement

Explain how students will be involved — e.g. through a management committee, volunteering, feedback mechanisms, or paid part-time roles.

5.4 Space and Facility Requirement

Including space requirements, infrastructure, and any renovation

Space Requirement	
Infrastructure Requirement	
Renovation	
If any other	

5.5 Sustainability

Outline how the canteen will remain financially and environmentally sustainable over the long term — e.g. waste and resource management, future expansion.

6. Implementation Methodology

Set out the step-by-step approach to implementation, including phases, key milestones, responsible parties, and any approvals required.

7. Expected Outcomes

Does your proposed solution address the following expected outcomes? Please mark ✓ (Yes) or ✗ (No)

Outcome area	Expected outcome	✓/ ✗
1. Waste generation reduction	Significant reduction in food waste generated through canteen operations.	
	Significant reduction in packaging waste generated through canteen operations.	
	Significant reduction in disposable items generated through canteen operations.	
	Significant reduction in wastewater generated through canteen operations.	
	Significant reduction in other waste generated through canteen operations.	
2. Waste accumulation reduction	Reduction in the quantity and duration of waste accumulation within the canteen premises through improved collection systems.	
	Reduction in the quantity and duration of waste segregation systems.	
	Reduction in the quantity and duration of waste storage and disposal systems.	
3. Sustainable waste utilization	Introduction of practical methods to reuse, recycle, compost or otherwise add value to food waste or organic waste, packaging and other suitable waste streams.	
4. Resource optimization	Minimum and efficient use of water, electricity, fuel, raw materials, cooking ingredients, packaging materials and other resources without compromising food quality.	
5. Food quality – hygiene	Improved food hygiene and safety through better food handling, preparation, storage, serving and cleaning practices, with reduced risk of contamination.	
6. Food quality – taste and nutrition	Provision of food that is acceptable in taste, freshness, nutritional quality and portion size while maintaining affordability for students.	
7. Healthy food choices	Increased availability and accessibility of healthier, nutritionally balanced and reasonably priced food options.	
8. Space optimization	Better utilization of limited canteen space through compact equipment, improved layouts, vertical/storage solutions, multipurpose facilities and efficient workflow design.	
9. Time saving	Reduction in food preparation, ordering, payment, serving, collection and cleaning time through improved processes or technology.	
10. Smart queue management	Reduction of waiting and crowding through digital/physical queue management, pre-ordering, token systems, time-slot systems, multiple service points or other innovative approaches.	

11. Smart food ordering and delivery	Efficient systems for advance ordering, collection, takeaway, table delivery, designated pickup points or other appropriate delivery models.	
12. Efficient payment systems	Faster and more convenient payment through digital payment, prepaid systems, cashless transactions or integrated ordering-payment solutions.	
13. Reduction of food loss	Reduction of food prepared unnecessarily or left unsold through demand forecasting, pre-ordering, portion management and real-time monitoring.	
14. Operational efficiency	Simplification and optimization of the overall canteen workflow from purchasing and storage to preparation, serving, payment, cleaning and waste management.	
15. Cost efficiency	Reduction in operational costs while maintaining or improving food quality, hygiene and service quality.	
16. User satisfaction	Improved satisfaction among students and staff regarding food quality, affordability, cleanliness, waiting time, convenience and overall canteen experience.	
17. Sustainable practices	Increased adoption of environmentally responsible practices, including resource conservation, reusable systems, responsible procurement and circular-economy approaches.	
18. Data-driven management	Generation and use of information on sales, food demand, waste, peak periods, customer preferences and resource consumption to support evidence-based decision-making.	
19. Scalability and replicability	Development of solutions that can be practically implemented, maintained and potentially replicated in other university canteens or institutional food-service environments.	
20. Improved overall canteen experience	Creation of a cleaner, healthier, safer, faster, more convenient, sustainable and student-friendly canteen environment.	

8. Budget

Provide an itemised breakdown of estimated costs (setup and recurring) and expected funding sources. A sample table structure is provided below. Change the table according to your requirement/s.

Item / Category	Estimated Cost	Quantity	Total
Equipment & fixtures	[Amount]	[Qty]	[Amount]
Renovation / space setup	[Amount]	[Qty]	[Amount]
Initial inventory / supplies	[Amount]	[Qty]	[Amount]
Staffing (monthly)	[Amount]	[Qty]	[Amount]
Utilities (monthly)	[Amount]	[Qty]	[Amount]
Contingency	[Amount]	[Qty]	[Amount]
Total Estimated Budget			[Total Amount]

9. Time Line

Present the implementation schedule, showing key phases/tasks against target dates. A sample table structure is provided below. Provide the time line in the form of a Gannt chart.

Phase	Activity	Target Start Date	Target End Date
1	Approval & site allocation	[Date]	[Date]
2	Procurement & renovation	[Date]	[Date]
3	Staffing & trial run	[Date]	[Date]
4	Official launch	[Date]	[Date]

10. Ethical Considerations

Address matters such as food safety and hygiene standards, fair pricing, fair treatment and wages of staff, inclusivity (dietary/religious needs), and environmental responsibility.

11. SWOT Analysis

Assess the internal strengths and weaknesses, external opportunities and threats that may affect the successful operation and sustainability of the canteen.

12. Additional Information

Please use this space to provide any additional information relevant to your proposed innovative idea that you believe may be important for the evaluation and decision-making process.