Quisine Analytics

Integration Workshop Plan: Reducing the Duplication of Efforts Rate

1. Executive Summary

Quisine Analytics is currently facing a Duplication of Efforts Rate of 30%, which is impeding efficiency and strategic growth. This workshop plan aims to strengthen interdepartmental collaboration and streamline communication to reduce this rate by at least 15%. Designed for department heads, the workshop encourages shared understanding, clear role delineation, and practical tools for integration. Improved collaboration will be essential as the company expands into the Vancouver market.

2. Problem Statement

Departmental silos, overlapping responsibilities, and insufficient collaboration mechanisms have led to repeated work and inefficiencies. With expansion plans underway, it is essential to align team efforts and minimize redundancy to maintain service quality and operational consistency.

3. Workshop Objectives
- Minimize duplication by aligning departmental Processes
- Promote transparency and accountability in joint tasks
- Encourage the adoption of shared tools and communication norms

4. Workshop Theme

"Working Better Together: Streamlining Processes Across Teams"

5. Audience
- Department Leads from Supply Chain, Culinary Development, Digital Marketing, and Customer Service
- Operational Leads and Project Coordinators (as optional participants)

6. Duration

One-day session (6 hours including breaks)

7. Workshop Agenda

Time	Session	Purpose
09:00–09:30	Introduction & Goals	Overview and team engagement
09:30–10:15	Current State Review	Identify common overlaps and pain points
10:15–11:15	Workflow Mapping	Outline processes to visualize dependencies
11:15–11:30	Break	-
11:30–12:30	Defining Roles Using RACI	Clarify responsibilities and reduce conflict
12:30–01:15	Lunch	-
01:15–02:15	Collaboration Simulation	Practice coordination in a shared scenario
02:15–02:45	Tool Demonstration	Introduce digital platforms for communication and task management
02:45–03:15	Departmental Commitments	Establish short-term collaboration goals
03:15–03:30	Wrap-up & Next Steps	Summarize insights and assign follow-up actions

8. **Recommended Collaboration Tools**
   - Microsoft Teams for communication and file sharing
   - Trello for visual task tracking and project updates
   - RACI matrix template for clarity in joint project responsibilities

9. **Implementation Timeline**

Week	Task	Responsible Team
1	Distribute workshop summary and materials	Project Coordination Team
2	Apply RACI model to a selected cross-functional project	Department Leads
3	Hold brief check-ins to monitor progress	Operations Supervisor
4	Gather team feedback and refine workflows	Strategy & HR Team

10. **Key Metrics and Targets**

Indicator	Current Level	Target (6-week period)
Duplication of Efforts Rate	30%	15% or lower
Alignment Score	65%	85% or higher
Joint Project Execution	Not Tracked	Full compliance in pilot project
Team Feedback on Integration	Not Measured	80% or higher positive rating

11. **Conclusion**

Collaborative efficiency is a key factor in Quisine Analytics' growth strategy. This integration workshop provides a practical and structured approach to strengthen cooperation among departments, reduce redundancy, and support expansion readiness. With the right tools and consistent follow-up, the organization can build a more agile and connected workplace culture.