# Kevin Internal Memo

## Subject

Operational Excellence Strategy – Next Steps

## Date

2025-01-12

## Message

Kevin, as we prepare for the next quarter, it is critical to refine our operational workflows to align with the company's strategic goals. I’d like you to lead a task force focused on identifying inefficiencies and proposing solutions that can cut costs while maintaining service quality. Additionally, please prepare an in-depth report on the impact of recent process automation implementations.

## Additional Notes

Kevin is expected to submit the final operations strategy plan by the end of the quarter, incorporating feedback from department heads and key stakeholders.