InnovAIte AI Prototyping

Cross-Stream Liaison

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1. Purpose

Maintain structured, reliable, and transparent communication between streams and company leadership to prevent silos and surface delivery signals early.

2. What the Liaison Does

The Cross-Stream Liaison performs the following key activities:

• Runs fortnightly, time-boxed check-ins with a representative from each stream
• Captures consistent reporting across progress, wins, challenges, risks, process effectiveness, and lessons learned
• Synthesises themes across streams and distinguishes one-off issues from systemic issues
• Reports neutral, evidence-based findings and recommendations via meetings, written summaries, and tooling (e.g. Teams, Planner)
• Promotes cross-stream knowledge sharing and reduces duplicated effort
• Acts as a trusted conduit between streams, Product Owners, and leadership

3. Boundaries

The liaison role has clear boundaries:

• Advisory role only — does not assign work, manage delivery, or override stream autonomy
• Escalates critical risks and blockers for leadership attention

4. Outputs

Key deliverables include:

• Fortnightly stream meeting notes
• Consolidated cross-stream summary report
• Improvement recommendations and escalations as required

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5. Success Measures

The effectiveness of the liaison role is measured by:

• Improved transparency across streams
• Faster identification and resolution of cross-stream issues
• Increased sharing of effective practices
• Leadership confidence in stream delivery insights