## **BSBWOR502 ASS3 - Team productivity policies**

Policies and procedures that Pub Sub Opportunists Pty Ltd can implement to ensure that opportunity analysis team members take responsibility for their own work:

The policies and procedures are formalized into a standard format used in industry

1. **Clear Roles and Responsibilities:**

This includes establishing each team member's scope of work and identifying the precise activities and deliverables for which they are responsible.

1. The **Team Leader** is in charge of managing the opportunity analysis team and ensuring that all work is done to a high standard.

* Developing and implementing the opportunity analysis approach may be among their specialized tasks.
* Team members' tasks and responsibilities are assigned.
* Regularly providing feedback on team members' performance.

1. **Analysts** are in charge of performing research and analysis on specific markets, business areas, and individual organizations' prospects and risks. Their specific responsibilities include the following:

* Conducting market, industry, and organizational research.
* Data and trend analysis to discover prospective possibilities and risks.
* Reports and presentations are being created to communicate their findings with the rest of the team.

1. **Quality Assurance Specialist:** The Quality Assurance Specialist is in charge of ensuring that all work produced by the opportunity analysis team adheres to the highest quality standards. Developing and implementing quality assurance methods and procedures are among their specialized tasks.

* Reports and presentations are reviewed and edited to ensure correctness and completeness.
* Giving team members feedback on areas for improvement.
* Conducting audits of the team's work in order to discover areas for improvement.

1. **Performance Management:**
2. **Goal-setting:** Set particular opportunity analysis targets for each team member, such as executing a set number of analyses each month or achieving a certain degree of accuracy in their work.
3. **Feedback on a regular basis:** Provide regular feedback to team members on their performance, both in terms of reaching goals and contributing to the organization's success. This feedback should be specific, constructive, and aimed at improving the situation.
4. **Performance valuations:** Conduct regular performance evaluations to assess the progress of each team member and identify areas for improvement. These assessments can be based on specific criteria relating to their objectives and performance.
5. **Rewards and recognition:** Provide awards and recognition for team members who accomplish or surpass their goals and contribute to the organization's success. This can include bonuses, promotions, or public acknowledgment of their accomplishments.
6. **Training and Development:**

The opportunity analysis team at Pub Sub Opportunists Pty Ltd is constantly provided with training and development opportunities to help them improve their skills and knowledge. For example, the organisation might provide training on the most recent market research tools or software, such as data analysis tools, machine learning techniques, or other technologies that can help with analysis. Furthermore, the company may provide training on broad topics such as market trends or specific industries such as finance.

Additionally, Pub Sub Opportunists Pty Ltd may offer mentor ship programmes in which senior team members are paired with junior team members to help guide them in their work and provide feedback on their progress. This mentor ship programme can assist team members improve their skills and expertise while also making them feel more confident in their abilities to take ownership of their work

1. **Quality Assurance:**
2. **Establish clear guidelines and standards for analysis:** These may include research methodologies, data analysis, and reporting guidelines. These policies and procedures should be written and conveyed to all team members.
3. **Assign a quality assurance team:** This group should be made up of people who have important experience in market research and analysis.
4. **Conduct internal reviews:** Internal evaluations should be conducted to ensure that the analysis follows to the set norms and standards, and that the data used is correct and reliable.
5. **Conduct external reviews:** A sample of subscribers should assess the analysis to ensure that it satisfies their needs and expectations.
6. **Regularly evaluate the quality assurance process:** The quality assurance process should be examined on a regular basis to ensure that it is effective in meeting the needs of the organisation.
7. **Accountability:**

The company might define specified duties, deliverables, and time frames for its opportunity analysis team members. Performance measures, such as the correctness of their analysis, the timeliness of their job, and customer satisfaction ratings, could also be supplied to team members.

1. Regular performance reviews might be undertaken to determine how well team members are meeting these goals, and suggestions on areas for improvement could be provided. For example, if a team member is having difficulty with data analysis, they could be given more training or resources to help them develop their skills.
2. Team members could also be held accountable for their work via a reward and punishment system. Those who consistently produce high-quality work may be recognised and rewarded, while those who fail to meet expectations may face disciplinary action or the loss of certain privileges.