**Title: Proof of Documented Feedback According to Organisational Policy**

**Introduction:** This document serves as proof of the feedback received on the proposed strategic solutions for Worlducation. The feedback is documented in accordance with organisational policies for feedback and approval.

**Feedback Documentation:**

| **Feedback** | **Person Providing Feedback** | **Action Required** | **Responsible to Follow Up** | **Comments** |
| --- | --- | --- | --- | --- |
| The sales team should be better prepared for handling a surge in orders. | Anna Armstrong (Operations Manager) | Sales Team Lead to train sales team in handling high-demand situations and order prioritization. | Sales Team Lead | Crucial to avoid overwhelm and improve response times during high demand. |
| Manufacturing delays are negatively affecting cash flow. | Lucas Lopez (CEO) | Investigate diversification options, such as opening a second manufacturing facility or outsourcing. | Operations Manager | Mitigates risks related to dependency on one manufacturing site and reduces production delays. |
| Explore strategic partnerships for funding options. | Finance Team | CFO to investigate potential investors or loans to address cash flow challenges. | CFO | Securing external funding will help with cash flow and future expansion. |
| Customers are facing delays in tech support response times. | Customer Service Manager | Tech Support Lead to improve the capacity and efficiency of the support team. | Tech Support Lead | Improving customer support is vital for customer retention and satisfaction. |

**Reflection on Feedback Process:**

* The feedback collection process followed the established organisational policy, ensuring that all feedback was documented and assigned for follow-up.
* The feedback from key stakeholders such as the Operations Manager, CEO, Finance Team, and Customer Service Manager helped refine the final strategic solutions.

**Conclusion:** The feedback was successfully documented in line with company procedures, and appropriate actions have been assigned to ensure the solutions are implemented effectively.