**Estimating and Prioritizing Business Analysis Tasks**

**WORKPLACE DRUG ABUSE**

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1. Introduction

Addressing employee drug abuse in the workplace is a challenging reality that managers may unexpectedly face. In our last scenario we have a situation where an employee had a drug addiction which affected their work productivity, and she was fired by the company. This incident underscores the importance of a proactive and targeted strategy when addressing employee issues related to substance abuse in the workplace. From this incident we learn about how important it is to prioritize the tasks in order to maintain the company productivity and also worker’s well-being. Worker’s well-being in this case will indirectly affect the company profit and productivity.

1. Estimation technique

In this scenario, Delphi technique would be more suitable. The Delphi Technique is particularly beneficial when dealing with sensitive issues like employee problems, as it allows for candid input while maintaining anonymity. It fosters a collaborative and informed decision-making process, aligning well with the nuanced and multifaceted nature of the scenario described.

Task:

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| --- | --- | --- | --- |
| TASKS | COST | TIME | PEOPLE |
| **Initial Assessment and Gathering Information** | Depending on the expertise and duration of engagement, estimate a budget range of $10,000 - $30,000. | 1 week | 2-3 external specialists (psychologists, addiction counselors) |
| **Assembling the Cross-Functional team** | Consider existing salaries; minimal additional budget required. | 1-2 weeks | 5-7 internal team members (HR professionals, psychologists, legal advisors) |
| **Engaging external specialists** | Depending on the expertise and duration of engagement, estimate a budget range of $10,000 - $30,000. | 2-4 weeks | 2-3 external specialists (psychologists, addiction counselors) |
| **Thorough investigation** |  | 2-4 weeks |  |
| **Policy development and communication** | Allocate a budget for communication materials, workshops, and training. Estimated range: $5,000 - $15,000. | 4-6 weeks | HR specialists, legal advisors, communication experts |
| **Budget allocation** | Allocate a budget for employee assistance programs, counseling services, and educational programs. Estimated range: $15,000 - $30,000. | 1-2 weeks | Dependent on the existing staff and external service providers |
| **Employee support implementation** |  | 2-3 weeks |  |
| **Rehabilitation planning and execution** | Allocate funds for rehabilitation programs and ongoing support. Estimated range: $10,000 - $20,000. | 4-8 weeks | 1-2 psychologists, HR specialists |
| **Progress monitoring and policy adjustment** | $20.000-$40.000/annually | Ongoing | HR specialists or designated case managers |
| **Documentation and learning** |  | Ongoing |  |
| **Legal consideration** | Include legal consultation fees. Estimated range: $5,000 - $10,000. | Ongoing | Legal advisors involved throughout the process |

1. Prioritization techniques (Moscow Technique).
2. **Identify and Confirm the Issue: MUST HAVE**
   1. Gather detailed information about Amber's behavior, including instances of tardiness, financial troubles, and the discovery of substance abuse.
   2. Confirm the need for intervention based on concrete evidence.
3. **Assess Internal Resources: MUST HAVE**
   1. Evaluate existing internal resources, including in-house counseling services or employee assistance programs (EAPs).
   2. Determine if there are psychologists or counselors within the organization who can contribute to the intervention.
4. **Assemble a Cross-Functional Team: SHOULD HAVE**
   1. Form a team that includes HR professionals, psychologists, addiction counselors, and legal advisors.
   2. Leverage existing in-house expertise to supplement external specialists.
5. **Engage External Specialists: COULD HAVE**
   1. If internal resources are insufficient, consider engaging external specialists or consultants with experience in employee assistance programs, substance abuse counseling, and workplace interventions.
   2. Allocate budgetary resources for their services.
6. **Conduct a Thorough Investigation: COULD HAVE**
   1. Initiate a comprehensive investigation into Amber's behavior, ensuring fairness and adherence to legal and ethical standards.
   2. Utilize both HR and psychological expertise to understand the psychological aspects of Amber's behavior.
7. **Implement a Substance Abuse Policy: SHOULD HAVE**
   1. Develop or update a clear and comprehensive substance abuse policy that outlines expectations, consequences, and support mechanisms.
   2. Ensure the policy complies with relevant laws and regulations.
   3. Collaborate with psychologists to integrate mental health considerations into the policy.
8. **Budget Allocation: MUST HAVE**
   1. Allocate a budget for employee assistance programs, counseling services, and potential rehabilitation efforts.
   2. Leverage existing resources, such as in-house counseling services, to minimize external costs.
9. **Communication and Employee Support: MUST HAVE**
   1. Communicate the substance abuse policy to all employees, emphasizing the organization's commitment to a supportive and healthy workplace.
   2. Utilize existing communication channels to promote awareness.
   3. Use in-house psychologists for educational sessions on mental health and substance abuse.
10. **Offer Support Services: SHOULD HAVE**
    1. Enhance existing employee assistance programs to include counseling services and resources for employees facing personal challenges, including substance abuse.
    2. Utilize in-house psychologists to supplement external support services.
11. **Facilitate Rehabilitation Opportunities: COULD HAVE**
    1. Collaborate closely with psychologists to develop a rehabilitation plan tailored to Amber's needs.
    2. Leverage in-house resources for ongoing support and monitoring.
12. **Monitor Progress and Adjust Policies: MUST HAVE**
    1. Regularly monitor Amber's progress, involving both HR and psychological perspectives.
    2. Use feedback and data to continually refine the organization's approach to substance abuse issues.
13. **Document and Learn: MUST HAVE**
    1. Document the entire process, including policies, interventions, and outcomes.
    2. Use the experience as a learning opportunity to enhance future responses to similar situations.
14. **Legal Considerations: MUST HAVE**
    1. Consult legal advisors throughout the process to ensure compliance with employment laws and regulations.
    2. Document all actions taken to protect the organization legally.
15. Conclusion

In conclusion, we believe that having a stablished policy and preventive program with the drug abuse among  the employees reduce the lost of money in the company and avoid having  a gap in the job duties. Also help us to keep the employees for long terms which reduce the cost of hiring and looking for new people and training them.