Part-3 Estimation of Costs

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| --- | --- | --- | --- |
| Activities Required | Estimated Resources | Estimated timelines | Estimated Costs |
| Defining Problem | Analytical team, analysis report | Within 2 days of problem identification | Depends of team-size. Wages of 2 working days of team members. |
| Brainstorm ideas and generating alternative solution | Team, managers | Within a week (2-3 brainstorm meetings). | Cost of meeting arrangement, and wages of team and managers. |
| Evaluate and choose an alternate solution | Stakeholders, report from brainstorming session | Meeting with stakeholders and managers to evaluate and choose solution | Meeting arrangements, and associated costs |
| Implement solution | Finalized solutions, team | Rest of project timeline | Depends of solution complexity and requirements. |

Email to Stakeholders:

Dear Stakeholders,

Hope you all are doing well. With the arrival of sustainability report, we have realized that organization needs certain updates to improve the performance metrics even further. Although the sustainability report aligns well with the objectives and values of Poll, however, it still needs improvements as we have identified issues in areas of administration, wellness and occupational health of employees, and work culture of staff members. For which, we are proposing a range of activities, which will help to identify problems, work out on root causes and apply effective solutions. The activities are listed in table below:

|  |  |  |  |
| --- | --- | --- | --- |
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We are looking forward to your approval, so we may proceed with the activity plan. Thank you for your time. Looking forward to your response.

Best Regards,

Your Name,

Business Management Lead.

Question -4:

**Ideation Session:**

Ideation is the method of constructing a large number of ideas about a certain topic without making any attempt to judge or analyze them. The ideation process was carried out with specific objectives, goals mentioned below:  
To understand the problem statements revolving around administration, staff members, and occupational health.

* To trace backwards and find the underlying causes of the problem.
* Link those causes and define a root cause.
* Brainstorm ideas to resolve the root cause.
* Lay down all ideas and build connection to the problem.
* Engage participants and work together to build ideas.

**Requirements:**

* Each participant must contribute to brainstorming session.
* Participants must maintain a constructive workplace environment, and respect ideas of fellow members.
* No need to evaluate or validate ideas at this stage.

**Findings:**

The ideation session helped us understand the root cause of problems, which is presented in fishbone diagram.

Diagram

Description automatically generated

The ideas for problem solution are as follows:

* Weekly meeting, where employees can raise concerns and give feedback.
* Introduction of an anonymous feedback box, where employees can post feedback, issues and concerns.
* One-to-one meeting of team members with the managers to ensure detailed delivery of feedback and identification of issues.
* Introducing employee of the month award for encouragement.
* Introducing employee of the week, and month awards in each department.
* Associate monetary benefits with these appreciation awards.
* Grant paid leaves to employees as an appreciative award.
* Follow Fair work policy 2009 guidelines to ensure protection of rights of employees.
* Include non-monetary benefits like health insurance, medical leaves, vocational leaves, travel allowances to support employees.
* Give a biyearly increase in employees’ wages.

**Part-5: Evaluation of solution**

For critical analysis, we are using a deductive reasoning approach, where we ruled out the effects and implications of each solution, to figure out what suits best. One of the most compelling reasons in favor of anonymous feedback is its ability to minimize the internal conflicts that workers and employers have when obliged to study and remark on someone else's activities. Feedback should benefit both the recipient and the supplier, but it has a negative connotation for a variety of reasons, including fear of judgment. When criticism is not anonymous, persons who have high standards for themselves and are concerned about how the supervisor would see them may have a difficult time breaking through that mental barrier and speaking up about certain difficulties. Similarly, an employee who avoids face-to-face feedback may be acting in self-preservation. They feel they are shielding themselves from a major blow to their career or suspension entirely by refraining from discussing something that could be viewed as incorrect by someone in a position of power. Although it is exceedingly uncommon that an employee will be fired for providing constructive criticism to their superiors, many nonetheless perceive it as a risk and choose to play it safe instead of contributing in a way that may jeopardize their financial security.

One-to-one meetings on other hand are time taking and require extensive work schedule for managers, which can get difficult for them to manage. Moreover, as stated above, some employees are shy or worried to get judged which does not allow them to give accurate feedback. So anonymous feedback is better solution over one-to-one meeting.

Now we can analyze the frequency of meetings. Meetings usually take long, and often go useless if members are not on time, or if notes are not taken. So, its better to have lesser but long and well-planned meetings, instead of regular and short meetings which can decrease their importance near employees. So bi-monthly meetings with all essential team members and managers will be better than weekly meetings.

In addition to these meetings, managers should have open door policy or specified hours on weekly basis to allow employees to discuss issues in detail.

Awards help employees to get motivated and encouraged to work better. A well-established recognition system is important which can ignite a strive in employees to achieve and get acknowledged. These awards can be in form of a certificate and recognition in office and as well as social media platforms. The awards can be for multiple categories and should be monthly, so that people can strive whole month to get it. However, associating monetary benefits with awards might affect the financial statements of organization, as large number of monthly awards with monetary benefits can be expensive. So monthly awards in different categories without any monetary compensation is efficient.

To ensure protection of rights of employees, it is important to follow fair work policy 2009. This will ensure job security, provision of rights, non-financial benefits including allowances and occupational health benefits etc.

So finalized solutions are as follows:

* Two meetings a month, where employees can raise concerns and give feedback.
* Introduction of an anonymous feedback box, where employees can post feedback, issues, and concerns.
* Introducing employee of the month award for encouragement in each department.
* Follow Fair work policy 2009 guidelines to ensure protection of rights of employees.
* Include non-monetary benefits like health insurance, medical leaves to support employees.

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