

## Problem Analysis Flowchart

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<b>Causes:</b> <ol style="list-style-type: none"> <li>1. Too many jobs and too few employees</li> <li>2. Miuse of advanced technology</li> <li>3. No clear job description</li> </ol>	<b>Work Overload at P.T. Giri Asmary</b>	<b>Effects:</b> <ol style="list-style-type: none"> <li>1. Employees work extra hours everyday</li> <li>2. The employees are stressed out</li> <li>3. Employees leave the company without notice</li> </ol>
<p style="text-align: center;">(+)</p> <ul style="list-style-type: none"> <li>- The employees can avoid tasks which are not their jobs</li> <li>- The employees can learn how to be assertive</li> <li>- To avoid chaos</li> </ul>	<p style="text-align: center;"><b>Solution 1:</b></p> <p style="text-align: center;">Make a clear job Description</p>	<p style="text-align: center;">(-)</p> <ul style="list-style-type: none"> <li>- Managers are uncomfortable with changes in work routines</li> </ul>
<p style="text-align: center;">(+)</p> <ul style="list-style-type: none"> <li>- Job demand will not exceed the human limits</li> </ul>	<p style="text-align: center;"><b>Solution 2:</b></p> <p style="text-align: center;">Hire more employees</p>	<p style="text-align: center;">(-)</p> <ul style="list-style-type: none"> <li>- the company has to spend more money</li> <li>- it will be hard to train new employees in an overloaded situation</li> </ul>
<p style="text-align: center;">(+)</p> <ul style="list-style-type: none"> <li>- The employees are prevented from taking more tasks than they actually have</li> <li>- This method could 'teach' the boss to stop giving tasks outside working hours</li> </ul>	<p style="text-align: center;"><b>Solution 3:</b></p> <p style="text-align: center;">Shutting down communication devices after working hours</p>	<p style="text-align: center;">(-)</p> <ul style="list-style-type: none"> <li>- the employees will not be available for emergency situation</li> <li>- hard to be adapted because clients of P.T. Giri Asmary are from other countries with different time zone</li> </ul>
<p><b>Chosen Solution</b></p> <p><b>Make a clear job description and hire more employees</b></p>		