



## MEMORANDUM

### INTRODUCTORY SUMMARY

Often a supervisor will assign a problem-solving project to an individual or a team that begins with research of primary and/or secondary sources of information and ends with a recommendation to the supervisor. That is exactly what you and **one** partner will be doing over the next several weeks. Here's what's involved:

### PRELIMINARY STEPS

**First**, you must select a partner with whom to work. Choose someone whose skills, work habits, and personal traits compliment your own. You may work on your own if you so choose.

**Second**, you and your partner need to find topic to research (no cars). This assignment asks you to study a product or service that could be used by a company or an individual.

Your job is to:

- establish the needs of the company
- research the available products and narrow products to 3 or so. (varying companies)
- determine limiting factors (cost must be one)
- evaluate the merits and faults of each product or maker
- recommendation a specific product the company should purchase.

You and your partner should discuss several topics and narrow the focus considerably. Mr. Sahli will be giving you some examples to help you in this process, but don't select something too broad or too narrow because you will become frustrated quickly with a poor choice. Think over several possibilities before you make your final selection. Mr. Sahli **must** approve all topic choices. No duplicates within classrooms will be allowed.

### RESEARCH

The **third step** in the PSA Project is to gather info about the product/service that you're studying. You are required to use at **least five sources**. At least one must be a primary source (interview of real person). "Secondary" means that the source is not directly involved with the topic but is someone reporting on the topic. "Primary" means that the source is directly involved with the topic at hand. A primary source would be a company representative or someone who works in the field. As you choose your products or service, you must make one of the suppliers a local retailer. *When you are viewing online, use review sources rather than just retail sources. **You are limited to no more than 1 online retailer.** Your research must not be centered on price alone. Look into warrantee, customer satisfaction and reliability.*

As you gather your information by reading and interviewing, you must take notes on what you find. You will take these notes on notecards that you must provide. You and your partner will need to submit at least **20 notecards**. How you go about properly recording the info on the cards will be explained in class. If the notecards are and correctly done (MLA) and on time, you and your partner will not have to include a bibliography page on the final paper. Poorly done or late cards will create the bibliography option.

### WRITING

When you've completed your research, you begin the **fourth step** in the process: organizing the material. In order to do this, you will need to make an outline that reflects the order in which you present your info and the level of detail. A **formal, typed sentence outline**. All main points will be sentences! An identifiable purpose is necessary.

The **fifth step** is writing the final formal report (**four to six typed pages 1.5 spacing**).

The **sixth and final step** in this project is to prepare and deliver an oral presentation (4-8 minutes) to your colleagues which reflects the material contained in the written report. It will be a formal presentation using proper speaking skills and utilizing any available technology (power point). Suits/ties and professional attire is standard practice. Proper attire during the presentation will give bonus points to both presenters if both presenters are properly attired.

An **additional element** involved in this project is learning how to read and interpret material presented in graphic form, such as a bar graph or in a pie chart. You will be required to convert some of the material you uncover in your research into a similar format: graph or chart. These charts and/or graphs **must be included** in your formal presentation and paper (appendix). This graph or chart will be prepared on the computer. You will be given instruction and assistance with this part of the assignment when the time comes. (if you need it)

#### DATES

ONE PARAGRAPH SCENARIO WITH DETAILS	
FORMAL OUTLINE & NOTECARDS	
REPORT/PROPOSAL/RECOMMENDATION	
FORMAL PRESENTATION	

All dates will be set in stone. *You will **not** be able to hand in late products without penalty.* If you are sick and absent or just absent, the due date is still valid.

**Missing class will not be an excuse for missing dates.** Late papers will be 50% off per day late.

Paper WILL BE turned in to Turnitin.com

Do you understand?

#### REPORT DETAILS

Your final report to your client (4-6 pages, not including the cover page, table of contents, graphs and charts, and your *Sources Cited* page) will include these elements:

1. A cover page with this information:
  - A. a title
  - B. Prepared for: indicate the client here
  - C. Prepared by: denote your name(s) here
  - D. Date:
2. A table of contents page, which is your revised outline, one that eliminates much of the minor detail included in the original outline. (See pages 311-12 in your book)
3. An introduction which restates the material written in your scenario. In other words, you will summarize the purpose of the report, what you perceived to be the client's requests and the procedures you followed to obtain information for your client. Include the sources you used. (Be sure to underline book and magazine titles.) Use page 315 for help.
4. A well-organized, well-researched, well-documented, and un-poorly written discussion section of several paragraphs which discusses the merits and faults of all the products and services you researched. You will be judged on how accurate and complete your work is and how well you write. Check pages 253-4.
5. A final paragraph or two which recommends a particular product or service. You are to give clear reasons why you chose one over the other(s).
6. At least one page of graphs or charts. (appendix)

#### CONCLUSION

This assignment is a final project detailing some of the tasks we have perfected during the semester. Time is a deciding factor - you can have it if you use it. I expect high quality projects with clear objectives and goals. Start early and be responsible. Work together - both in class and out of class.