

**INSTRUCTIONS**  
**Team Research Report**  
MGT 321: Fall14  
**See Syllabus for Due Date**

**YOUR MISSION**

**Your mission, should you choose to accept it . . .** is to choose a topic, research the topic, break the topic into criteria, design a questionnaire, write a recommendation report based on your findings, and prepare PowerPoint slides for a presentation.

**Available Topics:**

Employee Satisfaction  
Workplace Communication

Corporate Social Responsibility  
Management Styles

To do this, you must assemble a team and research the topic of your choice.

1. Research your topic in order to **develop** an **appropriate** questionnaire
2. Administer your questionnaire to 60 people
3. Evaluate and analyze your survey results along with the other information you have read
4. Determine the best recommendations for management based on the questionnaire results
5. Prepare PowerPoint slides for a presentation on your report

**TEAM WORK**

You will work on this project as a **team of four**; however, a team of three is also acceptable, but must be approved by instructor. “What if you want a team of five, you may ask, please don’t.” You will self-select into teams. Choose members who seem responsible and with whom you can get along.

Just as team projects assigned by your future employers can sometimes be frustrating experiences, so can team projects in school. It is often difficult to pick convenient times for everyone to meet (suggestion, use Google.docs), and/or team members sometimes feel that the division of labor is not equitable. As frustrating as this may be, it is important for each of you to learn how to manage team work.

All problems arising related to relative contribution of the team members are to be handled **internally**, by the team. This is an essential part of the team project experience. You will, however, have an opportunity to evaluate your team members at the end of the project based on the quality and quantity of their contributions. As a team member, your grade can go up or down based on these evaluations. A **team evaluation** form is attached, as well as a **Team contract**.

Just as in “real-life” some team members may not pull their weight. The team’s job is to motivate them to do so or to pick up the slack. Either way the project must be completed.

## STEPS

1. Read all of the instructions and review the five attached forms: **Team Members, Assigned Tasks, Team Evaluation, Peer Participation Evaluation, and Team Contract.**
2. Choose your team and complete the Team Members and Team Contract forms.
3. Determine a topic.
4. Assigned Tasks – complete to decide who will do each task. Keep this handy as I will ask to see it.
5. Get started.

## PROJECT BREAK DOWN

Your team will take the **perspective** that you all work for the **same company**, and your **boss** has asked you to write a recommendation report about one of the topics listed above. You will design a questionnaire asking 60 fellow employees about the topic, and provide specific/concrete recommendations to management. (NOTE: the 60 respondents of your questionnaire also work for the same company, and the name of the company or its industry is not an issue.) Your **questionnaire and subsequent report** must be broken down by the **criteria used**; a copy of this type of report is posted on our class website. The following chapters will guide you as you develop the report, the questionnaire, tables and figures, and reference list: chapters 9, 10, and 11.

### Chapter 9:

- Research your topic; you need **five relevant** sources. Remember to evaluate the usefulness of the information you find based on chapter 9. “Evaluating the Quality of Internet Resources,” pages 289-293.
- Use this information to develop an **appropriate** questionnaire that you will administer to 60 people.
- **NOTE:** Include a copy of the questionnaire and your **entire data analysis** as appendices, A and B, respectively.

### Chapter 10:

- Evaluate and analyze your questionnaire results, along with data you found on the Internet and/or other sources of information, books, etc.
- Include a “Review of Literature” section. **Must have five sources in this section of the report.**
- Prepare a recommendation report, in manuscript format, based on your questionnaire findings. A sample copy is on our class website.
- Use **formal** language and in text footnotes for sources. (See appendix B)
- Remember: Organize your questionnaire and Section 2 of your report by criteria.
- Place conclusions and recommendations at the end.
- **NOTE:** Recommendations go on the last page of the report, **by themselves**. Take this into account; remember you only have ten pages.

### Chapter 11:

- Prepare your **presentation** for the executive committee.
- Prepare at **least six**, but no more than eight, PowerPoint slides covering the main points.

## FINAL REPORT

The final report must be a professional, polished, and **comb-bound** document.

The **body** of the report should be no **longer** than **10 single-spaced (font 12) typed pages**. See *Producing Formal Reports and Proposals*, chapter 10, Appendix B, and our class website for a sample report. Be sure to cite all sources **using in text footnotes**.

### Checklist for what you should include and in what order: INITIAL EACH

- Title Page \_\_\_\_\_
- Transmittal Memo \_\_\_\_\_
- Table of Contents \_\_\_\_\_
- List of Tables \_\_\_\_\_
- List of Figures \_\_\_\_\_
- Executive Summary \_\_\_\_\_
- Body of report \_\_\_\_\_
- Reference List for in text footnotes. \_\_\_\_\_
- Appendices:
  - (A) A copy of your questionnaire. \_\_\_\_\_
  - (B) Data analysis from your questionnaire. \_\_\_\_\_
  - (C) PowerPoint slides. \_\_\_\_\_
  - (D), etc. Other, as you deem appropriate. \_\_\_\_\_

### Other instructions for successful completion:

- A **Grade Sheet** from **each member** with his/her name. \_\_\_\_\_
- A **Peer Participation Evaluation Form in an envelope** from each member. \_\_\_\_\_
- Papers must be bound in a **comb-binding**. It will not be accepted otherwise

**NOTE:** Preliminary and supplementary parts do not count against the page limit. Any charts and tables you feel are important, but do not wish to include in the body of the report, should be included as appendices, properly noted, and do not count against the page limit.

**Plagiarism will result in, at a minimum, an F on the project for all members of the group; however, further action may be taken!! All language and ideas not your own must be properly noted. To avoid plagiarism, document your sources, and use quotes around material that you feel is better left as worded by the author.**



**GRADE SHEET MGT 321: Fall 14**  
**Team Research Report**

Your Name: \_\_\_\_\_

**Content**

<b>Issues raised and explored:</b> (Review of literature)	<b>35 pts.</b> _____
<b>Questionnaire:</b>	<b>35 pts.</b> _____
<b>Conclusions:</b>	<b>20 pts.</b> _____
<b>Recommendations:</b>	<b>35 pts.</b> _____
<b>Completeness:</b>	<b>35 pts.</b> _____
— Title Page	
— Transmittal Memo	
— Table of Contents	
— List of Tables	
— List of Figures	
— Executive Summary	
— Body of report	
— Reference List for in text footnotes.	
— Appendices:	
— A copy of your questionnaire	
— Data analysis based on your questionnaire	
— PowerPoint slides	
— Other	
<b>Source citation:</b>	<b>20 pts.</b> _____
— Format (5 pts)	
— Source complete (10 pts)	
— Alphabetical (5 pts)	
<b>Proper Format:</b>	<b>35 pts.</b> _____
— Headings in report (10 pts)	
— Tables & Graphs (10 pts)	
— Page Numbers (10 pts)	
— Proper indentation (5 pts)	
<b>Mechanics/Grammar:</b>	<b>35 pts.</b> _____
<b>Peer Participation Evaluation:</b>	<b>25 pts.</b> _____
<b>Overall impression:</b>	<b>25 pts.</b> _____
<b>TOTAL POINTS:</b>	<b>300 pts.</b> _____
Deduction: No grade sheet	-10 pts _____
Deduction: No Peer evaluation in an envelope	-10 pts _____

**PEER PARTICIPATION EVALUATION**  
**TEAM Research Project**  
**MGT 321: Fall 14**

You have a maximum of 25 points that you can allocate to each team member using the following guideline:

Points	<b>25-22</b>	<b>21-18</b>	<b>17-14</b>	<b>13-10</b>	<b>9-0</b>
Grade	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>

Print each person's name on one of the blank lines below. Be sure to **include yourself** on the first line, but **do not** allocate any points to yourself. Then determine the number of points for each member of the team. **Remember, each team member must complete and enclose this form in an envelope to ensure anonymity.**

Please make **specific comments** to justify the points you allocated to each team member

Your Name:		
Team Member Names:	Points	<b>Specific Comments (required)</b>
1.		
2.		
3.		



**TEAM MEMBERS**  
**Team Research Report and Presentation**  
**MGT 321: Fall 14**  
**Due: TODAY**

**TEAM members:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Contact information for two members:**

**Name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_