A Times R Us White Pa	per
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(very important: choose wisely)

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SOME GUIDELINES to follow when writing a good white paper!

- It must attract the right audience.
- It should engage your reader.
- It must **inform** your reader.
- It needs to describe the impacts associated with the problem
- It needs to convince your reader.

Introduction

This section describes whatever problem you have identified, your diagnosis of the issue. An introduction to the problem you are trying to solve.

Problem Statement

This section <u>defines</u> whatever problem you are trying to solve, why this problem exists, and why no one has solved it to date. It should also be the section where you make the compelling case that the problem in question is significant enough it warrants a change. Critique the weaknesses of current efforts underway and characterizing the gaps in what work is now being done. The reader should be left thinking that the situation is either a crisis, or if not addressed, could readily become a crisis.

Supporting Data

Provide background information, a historical overview. In the world of technology, it's useful to discuss what has led to the modern-day dilemma. Current status (of retail industry, of TRU), List the specific aspects of the problem, description of recent developments in technology. (A comparison table of current technology and future technology is helpful here). Research the trends and provide references here.

Suggested Solutions

This section should be about 2 paragraphs in length and should begin with something like: "Because of the compelling need in addressing problem X, we offer the following solution(s), taking into account both short term and long term costs, current and future issues, and pointing out potential future pitfalls (if any). Furthermore it describes what kind of activities will be undertaken, what questions are addressed, how these efforts address the needs outlined in the problem section, and why this approach settles the limitations in the current approach. You can provide further references here. You should also provide suggested solutions to the Retail industry and specify (narrow it down) as it relates to TRU here.

Conclusions

The last section of the paper. This should be 2-3 sentences and should summarize the advantages of the approach, its importance, and why you are the right party to get it done.