To:

From:

Subject:

Date:

Professor Roe

Adhem Azzabi

Executive Summary Analysis

June 15, 2020

This memo is an analysis of an Executive Summary presented by a research team who were given approval to study the need, risk, and capabilities of introducing a bundle of Android tablets as a new work platform for their engineers. Within this memo, I will be discussing the performance of the authors and the result of their summary.

**Discussion**

This report begins by stating the background of the study, with reference to the date the authors were approved to conduct it. The report explains in detail the purpose of the study, goes on to discuss the issues which the proposal aims to solve, then describes the recommended requirements of new devices, and concludes with a specific device recommendation and cost.

The authors explain the background well and in detail. They use a cost analysis, safety hazards, and time concerns to argue the logistics of switching to a new organizational management method. They explain that previously engineers have had to carry heavy weights, which has resulted in at least one settled claim via worker’s compensation, and many meetings have been missed due to misinformation and lack of a proper event tracking solution.

Piggybacking off the negatives, the authors describe the requirements of the new Android tablets, which lays out a solid baseline for their recommendation.

There is not a concise explanation as to their method for reducing the issues previously stated, but it’s clear that they intended it to be inferred from the formatting of the document.

Although the authors don’t directly explain how implementing a new platform in the form of Android tablets can solve these concerns, they do give a clear recommendation which is to purchase the twenty Sony Xperia Z4 tablets. The authors state these devices would best meet the requirements and budget of the study.

**Conclusion**

The authors give a decent effort at laying out what they believe is the best option for solving the issue at hand. However, the summary does not leave a lot of room for speculation or options for the reader, and the author’s methods for researching and deciding on this recommendation are unclear. Overall, this summary can use some revision and additional information, but depending on the audience it may not be necessary.