Instructions for Assignment 2

Thematic/ Informational Analysis

Your document must include the following:

1. A thorough thematic analysis of the data.
2. Themes must be converted into relevant headings
3. Information related to each heading must be summarized and paraphrased.
4. The report must have headings.
5. The introduction must introduce the topic and explain the purpose of the report.
6. The main body must contain heading wise description of each theme
7. A conclusion must provide the summary and make recommendations.

Exemplary Problem Statement:

Remote workers across the company should be able to communicate with one another seamlessly and effortlessly, without getting bogged down in unnecessary or irrelevant messages. (Vision)

Right now, messages tend to get lost or cluttered through multiple email strings. This results not only in lost productivity, but also multiple problems in miscommunication. (Issue statement)

I propose that all employees sign up for Slack and use it for the majority of in-company communication. Conversations can be easily searched and organized by channel. Only more formal communication, like official announcements, should be sent over email. (Proposed method)