**Telecommuting Recommendation Report**

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The University of Arizona Global Campus

ENG 328:Scientific & Technology Writing

Professor Imani Muhammad

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**AUDIENCE PROFILE SHEET**

**Reader’s Name:** Henry Holstein

**Reader’s Job Title:** Lead, Network Software Engineer

**Kind of Reader:** Primary\_\_\_X\_\_\_ Secondary\_\_\_\_\_\_\_\_

**Education:** MS, Computer Science, University of Chicago, 2010.

**Professional Experience:** 10 years of experience in network software engineering.

Job Responsibilities: Leading a team of software engineers, designing and developing network software solutions, ensuring network reliability and performance.

Personal Characteristics: Detail-oriented, analytical, innovative, collaborative, goal-driven.

**Personal Preferences:** Henry prefers concise and well-organized documents with clear recommendations. He values data-driven analysis and evidence-based solutions. He appreciates practical examples and real-world applications of concepts.

**Cultural Characteristics:** Henry works in a culturally diverse environment that values collaboration and open communication. The organization encourages technological advancements and embraces innovative approaches.

**Attitude Toward the Writer:** Henry expects the writer to be knowledgeable, credible, and objective in presenting information. He values expertise and experience in the subject matter.

**Attitude Toward the Subject:** Henry is open to exploring the subject of telecommuting and its potential benefits. He recognizes the importance of adapting to changing work environments and seeks to understand how telecommuting can impact productivity and employee satisfaction.

**Expectations about the Subject:** Henry expects the document to provide a comprehensive analysis of telecommuting, including its advantages, challenges, and best practices. He anticipates gaining insights into how telecommuting can be successfully implemented within the organization.

**Expectations about the Document:** Henry expects the document to be well-structured, with a clear introduction, analysis, and actionable recommendations. He expects the report to provide evidence-based arguments, supported by relevant research and data.

**Reasons for Reading the Document:** Henry is interested in understanding the feasibility and benefits of implementing telecommuting within the organization. He seeks insights to support informed decision-making regarding the adoption of a telecommuting policy.

**Way of Reading the Document:** Henry intends to study the document thoroughly. He will read it from start to finish, paying close attention to the analysis, recommendations, and supporting evidence. He may take notes and highlight important points for future reference.

**Reading Skill:** Henry possesses advanced reading skills, with the ability to comprehend complex concepts and technical information. He can critically evaluate the validity and relevance of information presented.

**Reader’s Physical Environment:** Henry typically reads documents in a quiet office environment, free from distractions, where he can focus on the content and engage in critical thinking.

**Purpose**

The purpose of this Proposal is to gain management's approval to proceed with the development of a Recommendation Report on telecommuting. The Recommendation Report will provide an analysis of the benefits, challenges, and best practices of telecommuting, as well as specific recommendations for its implementation within our organization. This Proposal aims to introduce the topic and justify the need for further research and analysis through the Recommendation Report.

**Summary**

This Proposal seeks permission to conduct research and develop a Recommendation Report on telecommuting. The report will explore the advantages, disadvantages, and potential strategies for implementing telecommuting within our organization. It will address the needs and concerns of both employees and management, providing actionable recommendations based on a thorough analysis of the topic.

**Introduction**

The growing trend of telecommuting presents both opportunities and challenges for our organization. As mentioned in an article about remote work and telecommuting differences, "The definition of working remotely is essentially performing work-related tasks outside of a traditional office environment" (Smith, 2022).

As technology advances and work-life balance becomes increasingly important, it is crucial to explore the feasibility and potential benefits of telecommuting for our workforce. This Recommendation Report aims to address the question of whether telecommuting is a viable option for our organization, considering factors such as productivity, employee satisfaction, cost-effectiveness, and potential impact on company culture.

**Purposed Tasks**

To complete the Recommendation Report, the following tasks will be conducted:

1. Conduct literature review on telecommuting practices and research studies.
2. Collect data through surveys, interviews, and case studies to assess the needs and preferences of employees and managers.
3. Analyze the collected data to identify the benefits, challenges, and best practices of telecommuting.
4. Develop specific recommendations tailored to the organization's context and goals.
5. Create a draft version of the Recommendation Report for review and feedback.
6. Revise and refine the draft based on feedback to produce the final version.

**Schedule**

The following table outlines the timeline for completing the tasks and the entire Final Project:

| Task | Timeframe |
| --- | --- |
| Literature review | **Week 1** |
| Data collection | **Week 2** |
| Data analysis | **Week 3** |
| Draft report preparation | **Week 4** |
| Review and feedback | **Week 4-5** |
| Final report preparation | **Week 5** |
| Review and revisions | **Week 5** |
| Submission of Final Project | **Week 5** |

**Experience**

I, Eric Vara, possess skills in Scientific & Technical Witting skills in the Information Technical field. With an AS in Computer Science, BS in Information Technology, and 2 years of experience in IT, I am well-equipped to conduct the necessary research, analyze data, and develop actionable recommendations on the topic of telecommuting. My goal is to contribute to the organization's success by providing valuable insights and strategies for implementing telecommuting effectively.

**Work Cited**

Indeed. (2023). *Remote work vs. telecommuting - differences, benefits and ... - indeed*. https://www.indeed.com/hire/c/info/remote-work-telecommuting?gclid=CjwKCAjw-vmkBhBMEiwAlrMeF5MTtayP6HfzpBsTZWk0-yqMncPjznCJkTFSIiLeMHFqw5Q-tjL3dBoCuJ4QAvD\_BwE&aceid=&co=US&gclsrc=aw.ds. <https://www.indeed.com/hire/c/info/remote-work-telecommuting>