ITEC877 Mid-Term Project Report structure

1. The organization: name, location, objectives (product, service), structure (size, divisions, personnel, etc.), history, company policies, philosophy, financial data. Please see details below.

2. An overview of the field/industry: growth, dynamics, current trends economic situation. Details below.

3. The work assignment: your duties and responsibilities, the means at your disposal to accomplish your assignment, your working conditions (physical setting, hours, benefits), general atmosphere, co-workers and how they interacted with you. Can you describe the "corporate culture?"

4. The project/tasks: this is to be discussed and decided upon with your supervisor.

Information about the company/organization

Sources such as industry publications, company newsletters and other documents, and interviews with key personnel can help you acquire a deeper understanding of your employer. In the private sector, the annual report in particular will provide the following information: current objectives and policies, organization, forecast of anticipated growth, accomplishments, description of operating divisions, financial review, contributions to the industry or field. A comparison of the two most recent annual reports can be especially revealing. In the case of an Work Experience in a public service area, mission statements, fundraising documents, and miscellaneous reports can clarify specific organizational aims and objectives.