Page I – Front Page

This is **not** the cover page to sign given on Moodle, you may design your own page including Title of the report, name, ID number, image/picture etc.

Upload your Cover Page (provided in Moodle) separately…

Page II – Executive Summary (about half a page)

Page III – Table of Contents

Words in Page I, II, and III are not included for your final word count.

Title of the report

1. Introduction (150 to 200 words) to the overall report

A paragraph introducing the project (do not repeat all the information given in the case as it is (use only the most important information). Also tell the readers what they would get in the report. In other words, a simple introduction to all three components of the report (e.g., Capabilities of the PD, Maori Values and CSR issues).

2. Capabilities of the PD (800 to 850)

An introduction to the sub section….., what are the capabilities, all relevant capabilities, then select the most important two capabilities and justify why in the context of KML. Examples of capabilities could include, but not be limited to, time management and communication:

2.1 Capability 1
2.2 Capability 2

A capability that project director MUST have in the context of KML.

When you are critically analysing your capabilities, please keep this model in your mind. Do not use these models in your report.

Capability

Project Director
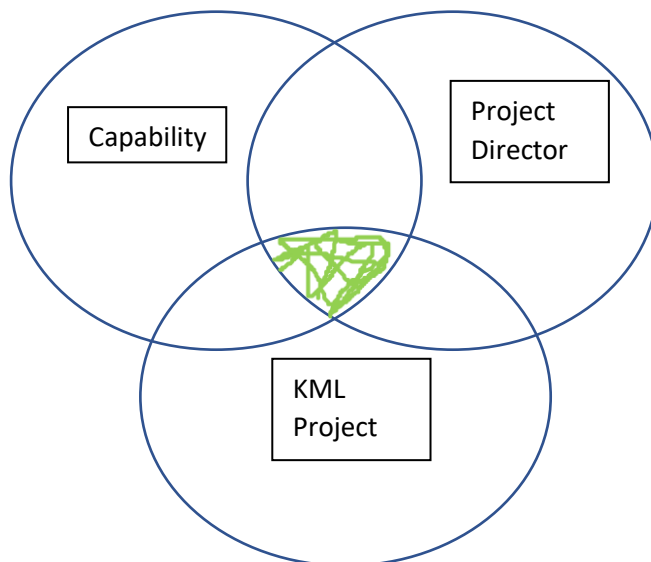
KML Project

3. Maori Values

What is Maori Value/s. Why is it important, especially in the context of KML? What are the most important and relevant 3 Maori values for KML?

3.1 MV 1: One of the most important Maori Values relative to KML project with potential

    benefits for the organisation.

3.2 MV 2

3.3 MV 3

<mark>When you are critically analysing your Maori Values, please keep this model in your mind</mark>

Maori
Values

KML
Project

Potential Benefits
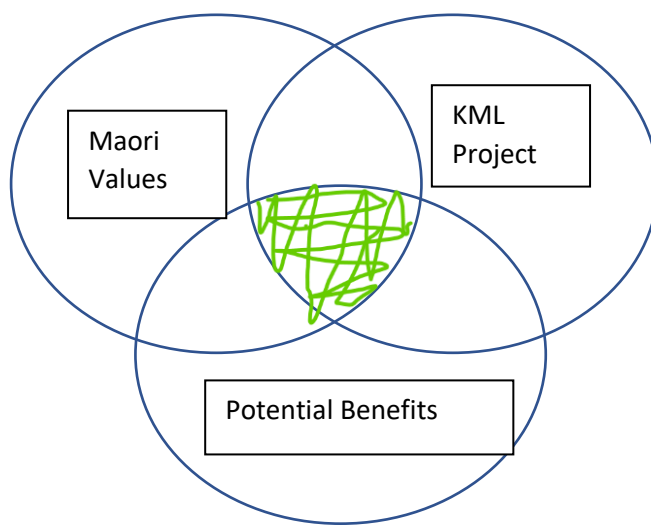
4. CSR issue

4.1 Introduce two CSR issues and why the are important to KML.

4.2 CSR issue 1 – Explain the CSR issue and explain how this issue will be addressed by KML (in future). Analyse how KML will address the issue in order to meet the stakeholders expectations.

4.3 CSR Issue 2

<mark>When you are critically analysing your corporate social responsibility issues, please keep this model in your mind</mark>
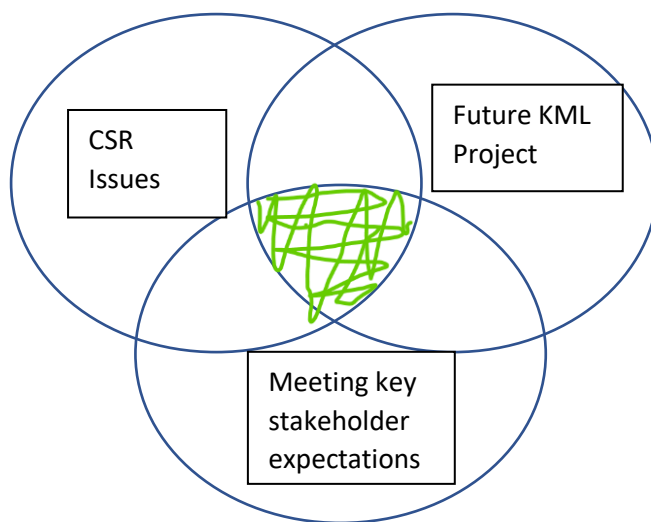
5. Conclusions and Recommendations

6. List of References

7. Appendix

Tips for professional formatting:

- APA document formatting style (refer to https://www.cite.auckland.ac.nz/2.html)

- Fonts: Calibri or Times New Roman 12pt, line spacing 1.5

- One line space after each paragraph.

- Use APA 7th ed. Referencing style.

- Number all sections and subsections