



## TYPES OF REPORTS

Trip reports

Lab or Test reports

**Progress Reports** 

Feasibility/Recomme ndation reports



# TRIP REPORT: WHY IS IT REQUIRED?

Your supervisors needs an update on your travel expenses and time while offsite

Work activities that took place during your trip

# TRIP REPORT: POSSIBLE SCENARIOS

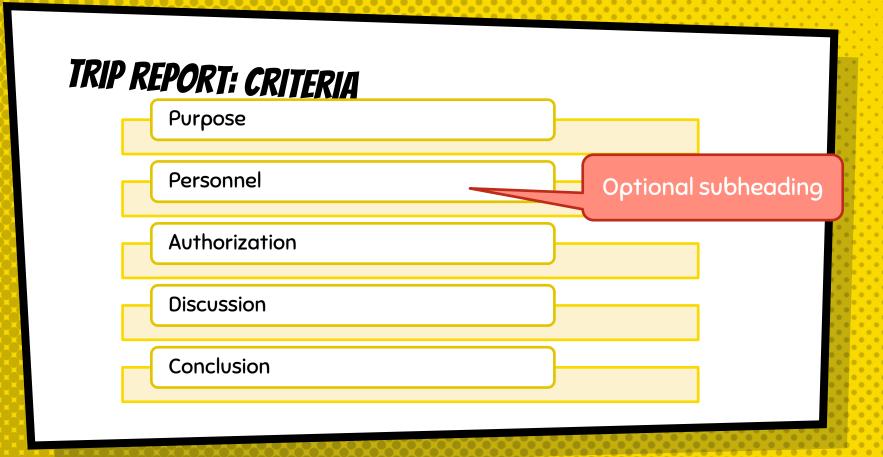
Information technology

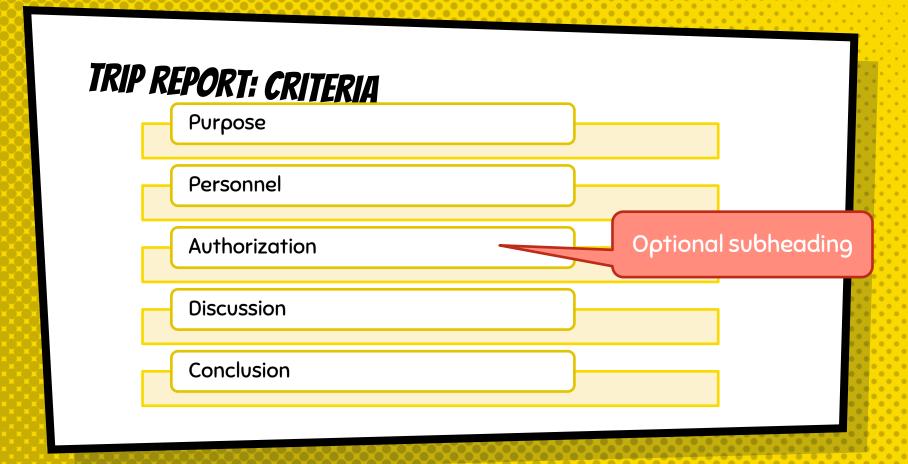
A conference about latest hardware and software technologies with vendors. Hands-on technology workshops, networking. Biomedical equipment sales

You are on the road making sales calls. Each month, you must document your job-related travel to show that you are making your quota and to receive recompense for travel expenditures.

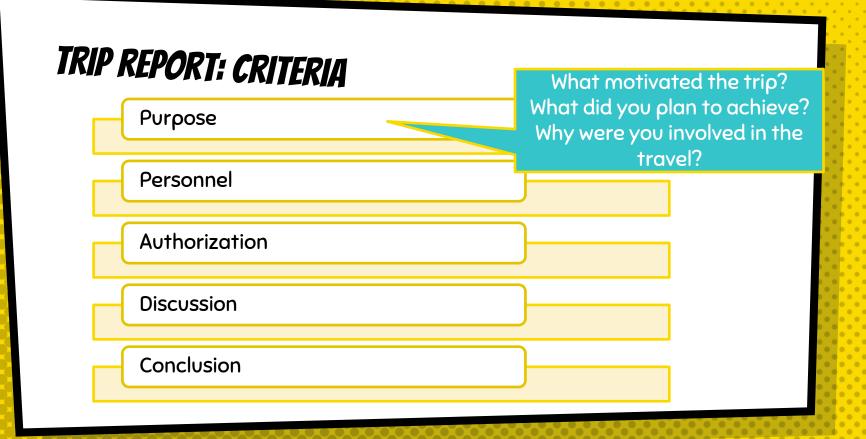
Heating, ventilating, and air conditioning

For an office site, you have to install heating, ventilating, and air conditioning (HVAC) system. You travel to your client's home office to meet with other contractors (engineering and architectural) so all team members can agree on construction plans.

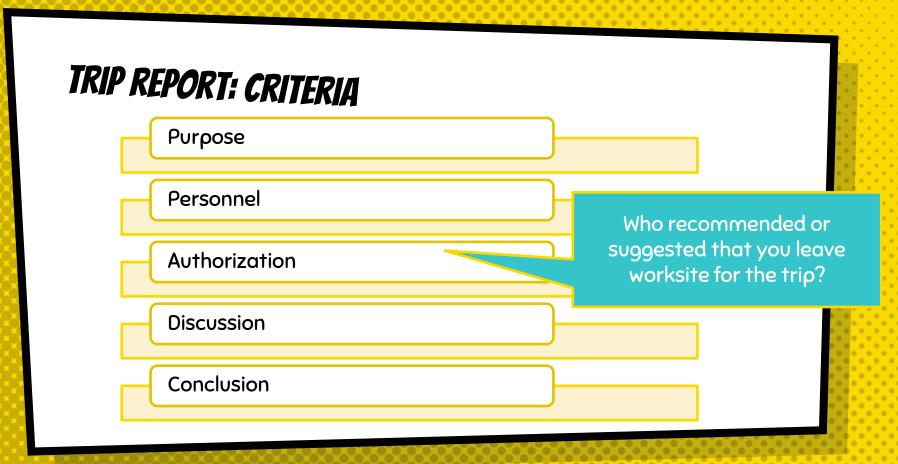


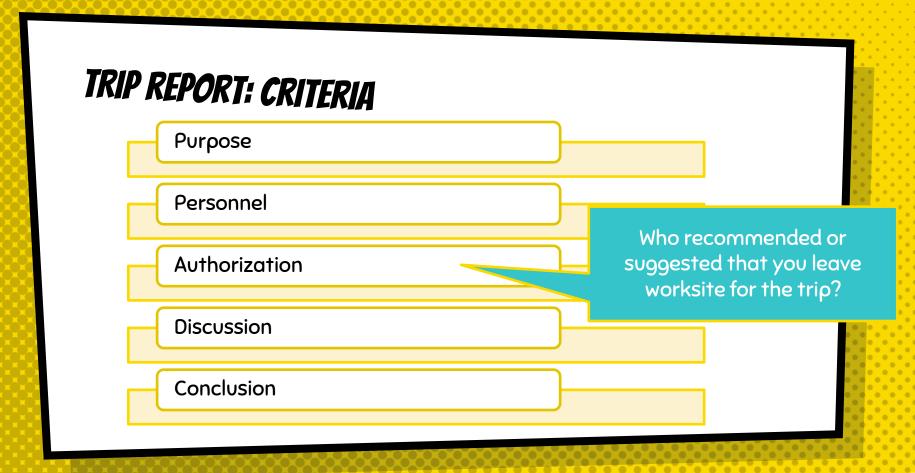


### TRIP REPORT: CRITERIA Document the dates and destination of your travel, comment on objectives or Purpose rationale Personnel **Authorization Discussion** Conclusion

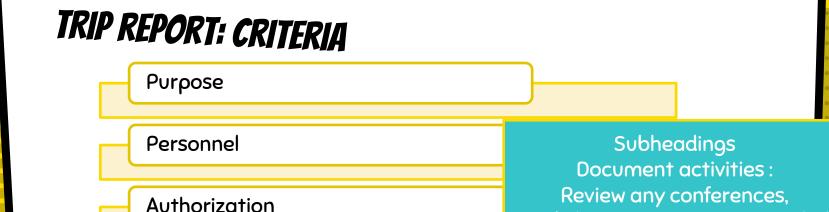


# TRIP REPORT: CRITERIA Purpose With whom did you travel? Personnel **Authorization Discussion** Conclusion





## TRIP REPORT: CRITERIA Purpose Personnel **Authorization** Body Findings Agenda **Discussion** Conclusion



**Discussion** 

Conclusion

workshops or seminars attended and any observations and

difficulties faced



Purpose

Personnel

**Authorization** 

**Discussion** 

Conclusion

Learning milestones
Whom did you meet?
What sales were made?
Benefits to
you/coworkers/company



Purpose

Personnel

**Authorization** 

**Discussion** 

Conclusion

Recommendation include suggestions Should the company maintain status quo?

Any changes in personnel or in approach?

Colleagues and possible benefits of attendance
Was it not effective?

To: Debbie Rulo From: Oscar Holloway

Subject: Trip Report—Unicon West Conference on Electronic Training

#### Introduction

Purpose of the Meeting: On Tuesday, February 25, 2014, I attended the Unicon West Conference on Electronic Training, held in Ruidoso, New Mexico. My goal was to acquire hands-on instruction and learn new techniques for electronic training, including the following:

- · Online discussion groups
- · E-based tutorials
- · Intranet instruction
- · Videoconference lecture formats

Conference Participants: My co-workers Bill Cole and Gena Sebree also attended the conference.

#### Discussion

Presentations at the Conference: Gena, Bill, and I attended the following sessions:

Online Discussion Groups
 This two-hour workshop was presented by Dr. Peter Tsui, a noted instructional expert from Texas State University, San Marcos, Texas. During Dr. Tsui's presentation, we reviewed how to develop online questions for discussion, post responses, interact with colleagues from distant locales, and add to streaming chats. Dr. Tsui worked individually with each seminar participant.

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Oscar Holloway Page 2 February 28, 2014

#### • E-based Tutorials

This hour-long presentation was facilitated by Debbie Gorse, an employee of Xenadon E-Learning Inc. (Colorado Springs, Colorado). Ms. Gorse used videos and screen captures displayed on overhead projectors to give examples of successful E-based, computer-assisted instructional options.

#### • Intranet Instruction

Dr. Randy Towner and Dr. Karen Pecis led this hour-long presentation. Both are professors at the University of Nevada, Las Vegas. Their workshop focused on course development, online instructional methodologies, customizable company-based examples, and firewall-protected assessment. The professors provided workbooks and hands-on learning opportunities.

#### • Videoconferencing

Denise Pakula, Canyon E-Learning, Tempe, Arizona, spoke about her company's media tools for teleconferenced instruction. These included lapel microphones, multi-directional pan/tilt video cameras, plasma display touch screens, wideband conference phones, recessed lighting ports with dimming preferences, and multimedia terminals.

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#### Conclusion

#### Presentation Benefits:

Every presentation we attended was beneficial. However, the following information will clarify which workshop(s) would benefit our company the most:

- 1. Dr. Tsui's program was the most useful and informative. His interactive presentation skills were outstanding and included hands-on activities, small-group discussions, and individual instruction. In addition, his online discussion techniques offer the greatest employee involvement at the most cost-effective pricing. We met with Dr. Tsui after the session, asking about his fees for onsite instruction. He would charge only \$90 per person (other people we researched charged at least \$150 per person). Dr. Tsui's fees should fit our training budget.
- 2. E-based tutorials will not be a valid option for us for two reasons. First, Xenadon's products are prepackaged and allow for no company-specific examples. Second, Ms. Gorse's training techniques are outdated. Videos and overhead projections will not create the interactivity our employees have requested in their annual training evaluations.
- 3. The Towner/Pecis workshop was excellent. Intranet instruction would be ideal for our needs. We will be able to customize the instruction, provide participants individualized feedback, and ensure confidentiality through firewall-protection. Furthermore, Drs. Towner and Pecis used informative workbooks and hands-on learning opportunities in their presentation.
- 4. Ms. Pakula's presentation on videoconferencing focused more on state-of-the-art equipment rather than on instruction. We believe that the price of the equipment both exceeds our budget and our needs. Our current videoconference equipment is satisfactory. If the purchasing department is looking for new vendors, they might want to contact Canyon.

#### Recommendations:

Gena, Bill, and I suggest that you invite Dr. Tsui to our site for further consultation. We also think you might want to contact Drs. Towner and Pecis for more information on their training.

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Lets you document the status of an activity, explaining what work has been accomplished and what work remains.

## PROGRESS REPORT: WHY?

To report to supervisors your progress on a project

To confirm if you are on schedule

To indicate difficulties encountered

To discuss plans for your next reporting period

## PROGRESS REPORT: SCENARIOS

Hospitality management city

Your job has been to compare and contrast catering companies to see which one or ones would best be suited for the convention center's needs. For making a decision, What is the status? Whom have you considered, what are their prices and food choices, what additional services

Project management

Your company is renovating its home office.

Many changes have occurred. The supervisor wants to know when the renovations will be concluded. You need to write a progress report to quantify what has occurred, what work is remaining, and when work will be finished.

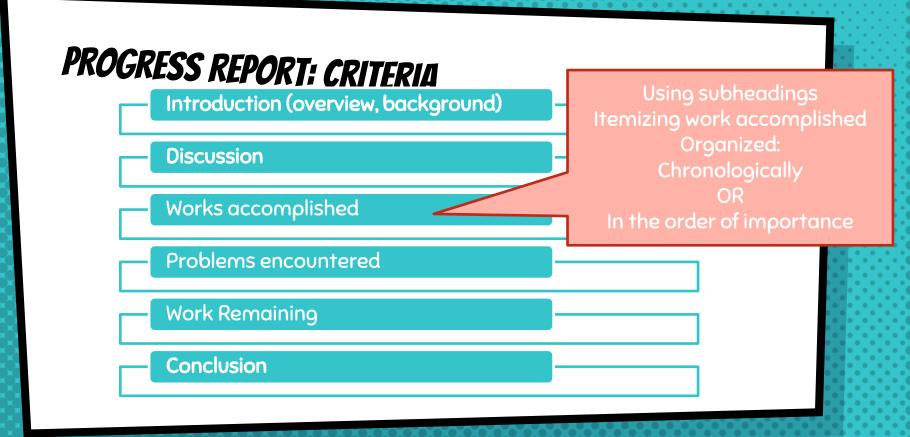
Automotive technology

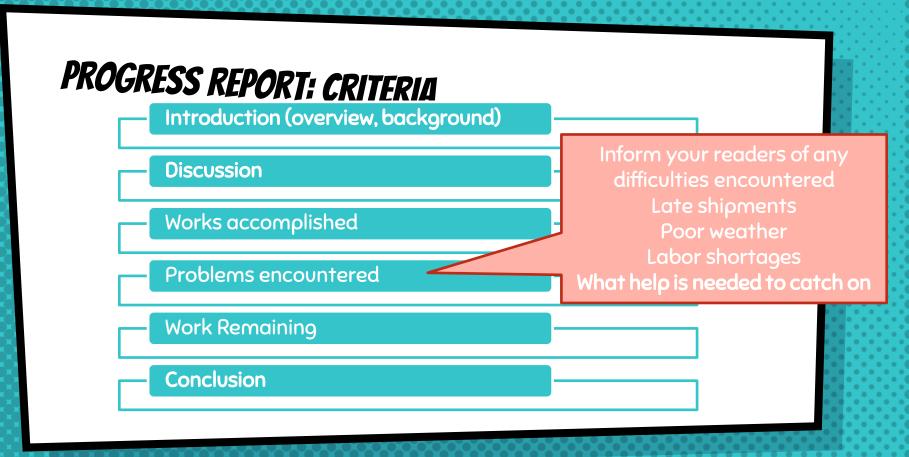
automotive

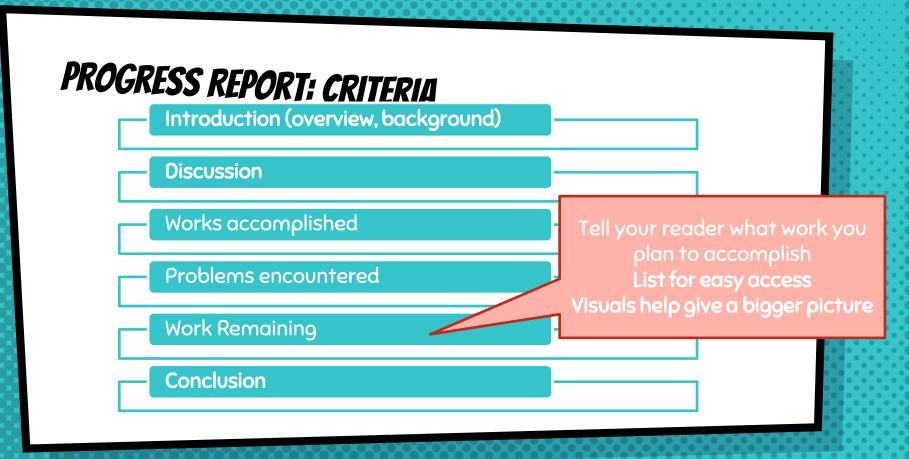
## PROGRESS REPORT: CRITERIA Introduction (overview, background) Objectives Personnel Previous activity **Discussion** Conclusion

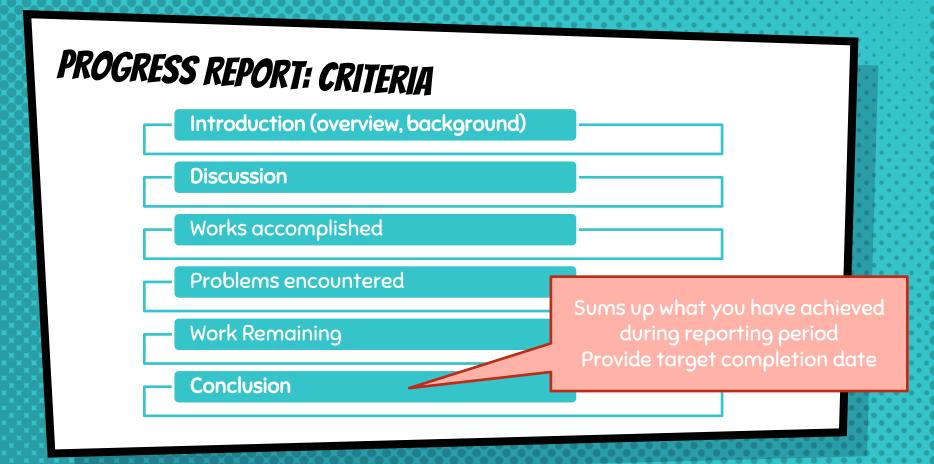


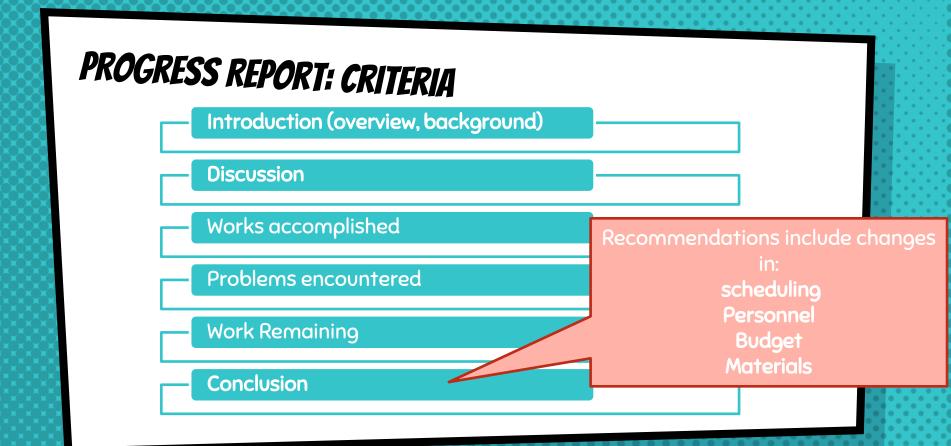












To: Buddy Ramos

From: Pat Smith

Date: April 2, 2014

Subject: First Quarterly Report—Project 80 Construction

### Purpose of Report

In response to your December 20, 2013, request, following is our first quarterly report on Project 80 Construction (Downtown Airport). Department 93 is in the start-up phase of our company's 2014 build plans for the downtown airport and surrounding site enhancements. These construction plans include the following:

- Airport construction—terminals, runways, feeder roads, observation tower, parking lots, maintenance facilities.
- 2. Site enhancements—northwest and southeast collecting ponds, landscaping, berms, and signage.

### Work Accomplished

In this first quarter, we have completed the following:

- Subcontractors: Toby Summers (project management) and Karen Kuykendahl (finance) worked with our primary subcontractors (Apex Engineering and Knoblauch and Sons Architects). Toby and Karen arranged site visitations and confirmed construction schedules. This work was completed January 13, 2014.
- Permits: Once site visitations were held and work schedules agreed upon, Toby and Wilkes Berry (public relations) acquired building permits from the city. They accomplished this task on January 20, 2014.

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- 2. *Permits*: Once site visitations were held and work schedules agreed upon, Toby and Wilkes Berry (public relations) acquired building permits from the city. They accomplished this task on January 20, 2014.

- 3. Core Samples: Core sample screening has been completed by Department 86 with a pass/fail ratio of 76.4 percent pass to 23.6 percent fail. This meets our goal of 75 percent. Sample screening was completed January 30, 2014.
- 4. *Shipments*: Timely concrete, asphalt, and steel beam shipments this quarter have provided us a 30-day lead on scheduled parts provisions. Materials arrived February 7, 2014.
- 5. EPA Approval: Environmental Protection Agency (EPA) agents have approved our construction plans. We are within guidelines for emission controls, pollution, and habitat endangerment concerns. Sand cranes and pelicans nest near our building site. We have agreed to leave the north plat

Pat Smith Page 2 April 2, 2014

(40 acres) untouched as a wildlife sanctuary. This will cut into our parking plans. However, since the community will profit, we are pleased to make this concession. Our legal department also informs us that we will receive a tax break for creating this sanctuary. EPA approval occurred on February 14, 2014.

#### Problems Encountered

Core samples are acceptable throughout most of our construction site. However, the area set aside for the northwest pond had a heavy rock concentration. We believed this would cause no problem. Unfortunately, when Anderson Brothers began dredging, they hit rock, which had to be removed with explosives.

Since this northwest pond is near the sand crane and pelican nesting sites, EPA told us to wait until the birds were resettled. The extensive rock removal and wait for wildlife resettlement have slowed our progress. We are behind schedule on this phase. This schedule delay and increased rock removal will affect our budget.

### Work Remaining

### To complete our project, we need to accomplish the following:

- 1. Advertising: Our advertising department is working on brochures, radio and television spots, and highway signs. Advertising's goal is to make the construction of a downtown airport a community point of pride and civic celebration.
- 2. Signage: With new roads being constructed for entrance and exit, our transportation department is working on street signage to help the public navigate our new roads. In addition, transportation is working with advertising on signage designs for the downtown airport's two entrances. These signs will juxtapose the city's symbol (a flying pelican) with an airplane taking off. The goal is to create a logo that simultaneously promotes the preservation of wildlife and suggests progress and community growth.
- 3. Landscaping: We are working with Anderson Brothers Turf and Surf to landscape the airport, roads, and two ponds. Our architectural design team, led by Fredelle Schneider, is selecting and ordering plants, as well as directing a planting schedule. Anderson Brothers also is in charge of the berms and pond dredging. Fredelle will be our contact person for this project.
- 4. *Construction*: The entire airport must be built. Thus, construction comprises the largest remaining task.

### Project Completion/Recommendations

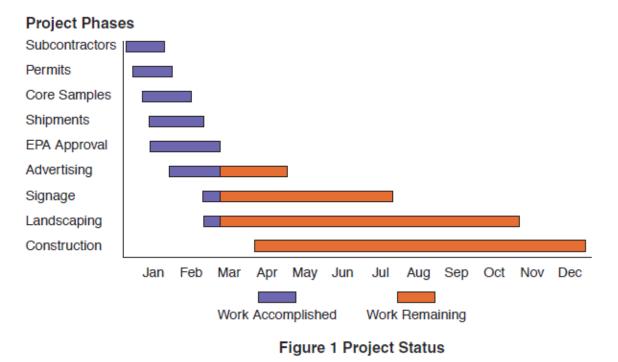
Though we have just begun this project, we have completed approximately 15 percent of the work. We anticipate a successful completion, especially since deliveries have been timely.

Only the delays at the northwest pond site present a problem. We are two weeks behind schedule and \$3,575.00 over cost. With approximately 10 additional personnel to speed the rock removal and with an additional \$2,500, we can meet our target dates. Darlene Laughlin, our city council liaison, is the person to see

Pat Smith Page 3 April 2, 2014

about corporate investors, city funds, and big-ticket endowments. With your help and Darlene's cooperation, we should meet our schedules.

The Gantt chart in Figure 1 clarifies our status at this time.





Lets you document the status of and findings from a laboratory experiment, procedure or study.

### LAB REPORTS: WHY?

Findings from a laboratory must be communicated

Written after performing a lab or procedure or study

## TRIP REPORT: POSSIBLE SCENARIOS

Biomedical
technology—You have
performed a pathology
study on tissue,
reviewed a radiological
scan, or drawn blood.
What have you found?

Electronics-Your company manufactures Global Positioning Systems (GPS) to correctly inform a user of an exact location. The **GPS** receiver must compare the time a signal is transmitted by a satellite with the time it is received. Your company's receptors are malfunctioning as are the units' electronic maps. Why?

Information technology— Customers are calling your company's toll-free hotline almost daily, complaining about hard drive error readings. This is bad for business and profitability. To solve these hard drive malfunctions, you must study units to find the problem.

Why the test was performed?

How was the test was performed?

What if the test results were?

What follow-up action (if any) is required?

Conclusion

— Introduction (overview, background)

— Purpose

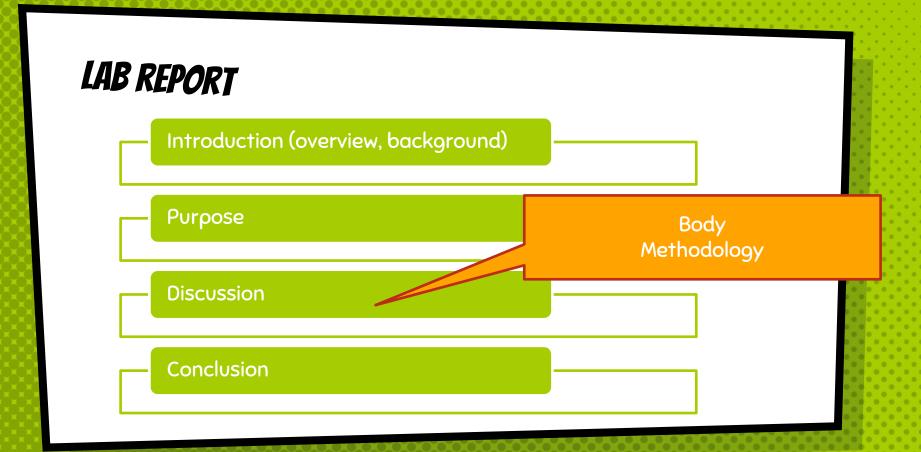
— Discussion

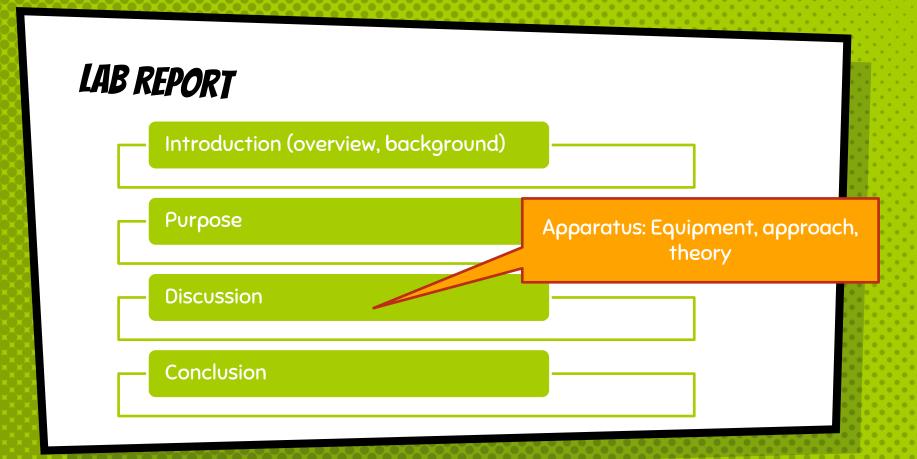


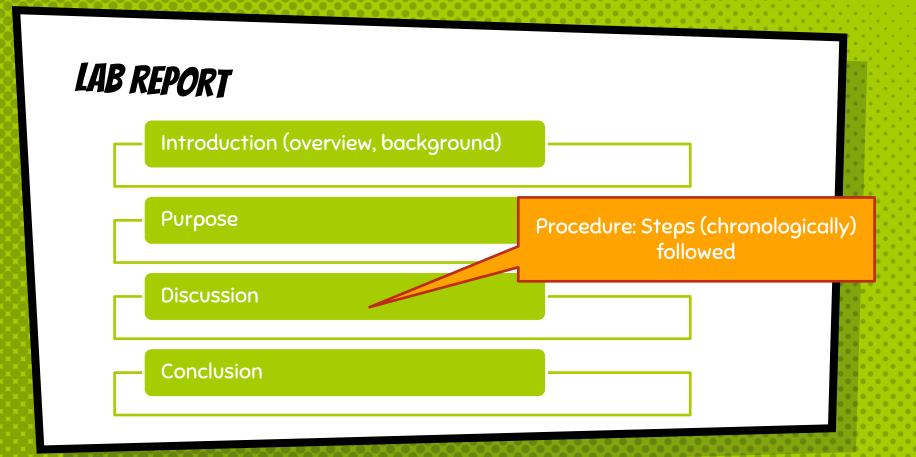
Introduction (overview, background) What problem motivated this report? Purpose Rationale Objectives **Authorization** Discussion Conclusion/Recommendations

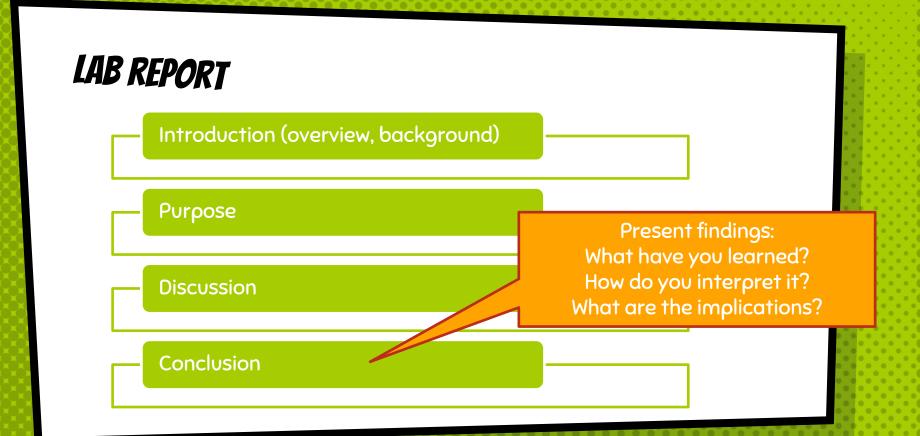
Introduction (overview, background) Purpose What does this report hope to achieve? Rationale Objectives **Authorization** Discussion Conclusion/Recommendations

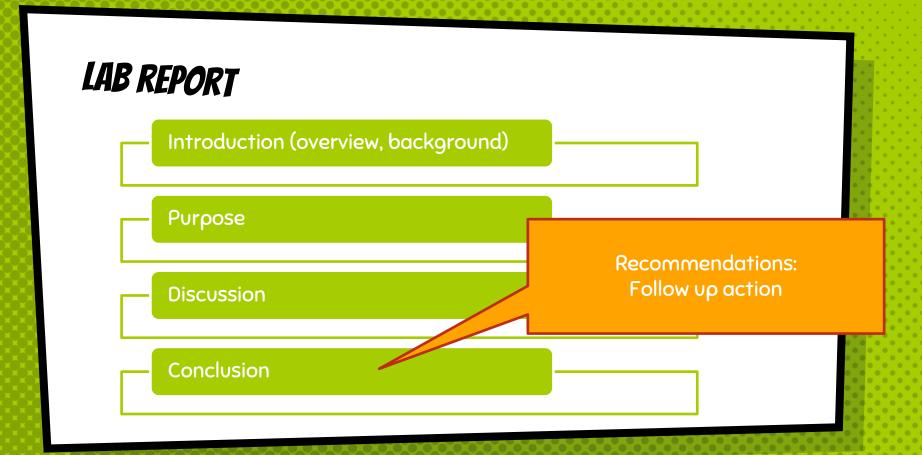












Date: April 11, 2014
To: Dr. Lee Wang
From: Cassidy Poston

Subject: Lab Report on Anti-cancer Characteristics of Anthocynanins in

SW480 Cancer Cells

#### Introduction

Biosystems Inc. is testing new drugs in different applications to prevent colon cancer. This lab report will evaluate colon cancer cell growth rate and cell cycle apoptosis in response to varying concentrations of anthocynania. The study was authorized by Dr. Lee Wang, laboratory supervisor at Biosystems, and conducted by me, Cassidy Poston, and Cynthia Ruiz, laboratory technicians at Raston Pharmaceuticals.

#### Discussion

Apparatus—To conduct the lab work, we used the following chemicals and equipment:

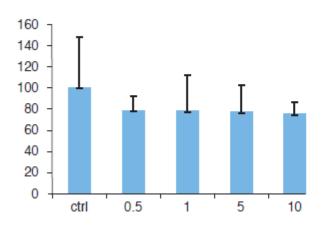
Chemicals	Equipments
<ul> <li>Anthocynanin</li> <li>Peonidin 3-glucose</li> <li>Cyanidin 3-glucose</li> <li>SW480 colon cancer cells</li> <li>Fetal bovine serum</li> <li>Penicillin</li> </ul>	<ul> <li>Spectroscope</li> <li>Petri dishes</li> <li>96-well microtiter plate</li> </ul>

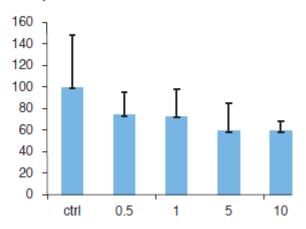
Cassidy Poston Page 2 April 11, 2014

Procedure—To conduct the lab work, we followed this procedure:

- 1. HPLC analysis: Ms. Ruiz purified anthocynanin samples extracted from a sweet potato using HPLC (high-performance liquid chromatographic) analysis.
- 2. Cells cultured: SW480 colon cancer cells were cultured in a standard growth medium supplemented with 10 percent fetal bovine serum and 1 percent penicillin. The cells were then placed in 96-well microtiter plates for drug administration; approximately 2.0\*104 cell density per well.
- 3. Anthocynanin application: The standard anthocynanins along with the sweet potato extracts were applied to the cell cultures in varying concentrations: 0.5, 1.0, 5.0 and 10.0 microgram/ml.
- 4. Results: Cancer cell growth inhibition was measured using spectroscopy, absorbance at 490 nm with a 96-well plate reader. The analysis of anthocynanin standards were recorded graphically. We are awaiting results on the cells treated with sweet potato extract. (See graphs below.)

### Colon Cancer Cell Growth vs. Anthocynanin Concentration





Standard: Peonidin 3-glucose

Standard: Cynanin 3-glucose

#### Conclusion

The application of the anthocynanin standards gave undesirable results. The cell growth inhibition was similar for all concentrations of drug treatment: 0.5 to 10 microgram/ml. Our team of lab techs suspects that more concentrated applications would have a greater inhibitory effect on colon cancer cell growth or at least varying growth recordings for each concentration. We believe this discrepancy may be due to differences in cell densities per well. We did not invert our cell suspension often or follow a randomized application. This delayed analysis of the cell cultures treated with sweet potato extract.

Cassidy Poston Page 3 April 11, 2014

#### Recommendation

With the permission of Dr. Wang, we suggest a follow-up procedure:

- Reapplication of cells: This would include re-culturing and inoculating SW480 cells on the 96-well plates. To do so, we suggest applying similar amounts of cell density to each well by inverting the cell suspension and applying the cells in a zig-zag pattern down the plate.
- Reapplication of anthocynanin: Both the standard and sweet potato extracts should be reapplied to the new plates in the same concentrations discussed above.
- 3. *Purchase of new equipment*: In addition, we suggest the purchase of a digital pipette. This would allow for precise and quick application of cell suspension, medium and anthocynanin to the 96-well plates.
- 4. *Analysis*: The cell growth could then be measured using spectrometry with the same conditions of prior trials.
- 5. Cytoflowmetry: Once all values have been recorded for cell growth, the samples should be sent to Biosystems's laboratory to be assessed using cytoflowmetry. This will detect the specific stage of cell apoptosis.

Although our results have not been optimal, treated colon cancer cells did have inhibited growth compared to control values (which had no anthocynanin applied). This is an encouraging lab result.

# ANY QUESTIONS?







Have a look at the incident report attached and find the issues within it.