

Memo

TO: Alexander the Great, CEO - U.S Robotics

FROM: Thomas Zbodula, Dylan Aderson, Hayden Le, Jai Vang - Planning Team of U.S Robotics

DATE: April 3, 2022

SUBJECT: Progress Report

Dear Alexander the Great,

I am sending you this progress report to let you know of the progress on our new "WareSafe™" training program that we began after the injury to the OSHA inspector. The training program was proposed 9 months ago, and we are incredibly pleased with the results overall. The training program was mainly focused on shrinking the learning curve that new employees must go through in order to become a safe and reliable warehouse worker. To prevent any future incidents, we optimized and tuned the program to produce the best results in order to suit everyone's needs. Below is a summary of what exactly the training program entails

Summary of the project (Thomas)

To begin the building process for the training program, we sat down with our warehouse management and the employees who have the most experience here at US Robotics and we discussed how to devise a program that was simple, yet effective towards eliminating the risk of potential accidents going on inside our warehouses. We ended up coming up with a rough draft for WareSafe, which was a 6-week program that all new warehouse employees must go through in order to become warehouse certified and are allowed to continue to work. The 6 weeks are divided into 3 different sections listed below.

Section 1 - Employee Safety

Week 1: Introduction, how to operate different machines and how to apply for various licenses such as forklift drivers.

Week 2: Instructions on what to do in an emergency situation such as imminent weather, fire, equipment failure, etc.

Section 2 - Warehouse Safety

Week 3: Instructions on where everything is located, all employees must get 90% on a quiz that asks questions about where our products are located in the warehouses.

Week 4: Instructions on keeping everyone safe, all employees must get 90% on a quiz that asks questions about warehouse safety and proper protocol.

Section 3 - Drill Week

Week 5: This is to test an employee's ability to handle various common workplace situations that will require them to respond and act accordingly

Week 6: This is to test an employee's cognitive ability to handle various fast-reacting situations such as someone running out in front of a forklift

As you can see, the program is evenly distributed and almost everything that we had proposed we were able to make happen with the program. There were a couple arguments here and there that caused delays, but for the most part everything ran incredibly smoothly.

Objectives: (Jai)

The objective of our proposal is to provide the best training for all employees and to create a safe working environment for everyone in the facility. The employees are the most important aspect of our business. Without them we would not be able to carry out the day to day task. We believe these proper training will educate all employees in all areas of their job duties. Our visitors are also important as well. First appearance is very important, and we want the interior and exterior of the facility to reflect the company. Just as important in making the working environment safe for all the employees, we gave the same goal for the visitors also.

Scope (or limits): (Hayden)

After a few training sessions, some employees submitted their willingness to skip the training. When working, family life, and other demands are draining employees' energy, training sessions make them have more stress. Moreover, intruding on employees' personal time with training sessions is a surefire way to get them to object to training. To solve this problem, we used a microlearning approach and delivered useful and relevant content in small chunks. Short videos, checklists, infographics, and even gifs were simple microlearning formats that made training easier. We also communicated several concepts at once with clever graphics. They were a valuable time saver for learners, as well as a great time reading text in emails, reports, and newsletters. We prioritized short, simple reviews where possible. This provided the staff with a quick opportunity to feedback on their learning progress. In addition, we optimized our training for mobile. Mobile features allow learners to access LMS and training materials anywhere,

anytime - including on the train to work or during their lunch break. As a result, this made training a lot more convenient.

Completed Work: (Jai)

The new training program, "WareSafe™", is complete and is already being implemented starting on April 1st, 2002. The new training program consists of , Section 1 - Employee Safety, Section 2 - Warehouse Safety, and Section 3 - Drill Week. We will continue our new training program with all new employees and current employees, as needed.

In Progress Work: (Jai)

At the moment, we are painting new yellow traffic lines in the facility. The old lines are worn out and need a new paint job. Since the consumer demand is increasing, we decided to hire an outside contractor to come to the plant and repaint the lines instead of having the employees paint the floor. Once this project is completed, all employees and visitors will be able to walk within the yellow lines safely. Furthermore, we are in the process of ordering a mirror reflector so we can put it up in blinds spots in the plant. We should receive these mirrors by April 10th, 2022.

Work that remains to be done: (Hayden)

After evaluating 4 potential investors, we concluded that Elon Musk would be the best partner for our company but we want to have more time to assess the opportunities of making profit with the partnership agreement.

- Musk's fortune depends on the value of the companies he runs: Tesla - a \$1 trillion business, and SpaceX - which are valued at more than \$100 billion. However, the above valuation is mainly based on investors' beliefs about the company's relative revenue and profit, not business results. Tesla's sales and profits are still a fraction of those of other established automakers.
- Since its IPO, Tesla has only had seven profitable quarters for the company. However, this does not discourage Tesla shareholders. The company's greatest value seems to be Elon Musk's foresight. It can be said that it is thanks to his plans, statements and announcements that the stock price can increase by thousands of percent. Although the company struggled to make a profit, it still ranks among the top 10 largest companies in the world, ahead of Facebook, and Elon Musk has become the richest person in the world, far ahead of Jeff Bezos (Amazon) or Bill Gates (Microsoft) behind.

Problems/Unexpected Issues: (Hayden)

There are two unexpected issues that weren't in our plan but our team already have the solutions for them, we just need to have a least 3 days more to solve those problems

1. We were not not be able to determine the periodic inventory level. Consequences, we are not providing enough products for distribution agents; warehouse operations are delayed.
 - Our solution: we will apply first-in-first-out method, goods that are entered first will also be output first and vice versa. The advantage of this method is that it will avoid defective goods and expired goods. We will also use management software to support the import and export more accurately.
2. The electricity of the warehouse of our supplier for the safety helmet was shutdown due to the storm last week, so the shipment will be delayed but for the next order, our company will receive 30% discount as compensation

Cost report: (Dylan)

Everything has been implemented very well with our staff and has most certainly been effective. One of the issues that caused us some worry were the initial inventory levels, but in the end it did not end up costing us anything besides a few days of delays. Which ended up costing around 50,000\$. This was more than made up for by the discount compensation from the helmet order that we received due to a storm. This discount comes in at around 10.5 million in savings. We are currently over 10 million in the green from our first projection.

Personnel Report:(Dylan)

As our mission continues and will forever become a part of us here at US Robotics, we see extreme greatness in our future. Our team has done nothing but the best in their attempts to conform to the new standards and learn new procedures to further their safety. As well as the staff that is being taught, our staff that are the teachers are going above and beyond to make sure that everyone is on board and able to help each other out.

Marco is our data analyst and collector and he has been taking notes in our facilities across the country. He is the main point of contact when we need new statistics and help. He recently said that our warehouse accidents have already fallen 15% in such a short time and are projected to rise very heavily. Our team is everything and it shows true that we can be better.

Conclusion: (Thomas)

Overall, I am very pleased with how our more experienced warehouse workers along with our highest ranking officials were able to come together and make something that benefits everyone. With the project being proposed and for everyone to be willing to help out almost immediately was truly something special. I know that we need to have the right people in place to make sure that the WareSafe program is something that will stick around for a very long time and I'm confident that we have the right men and women for the job. With the right leadership, we were able to cut down on monthly warehouse accidents by an astonishing 85% in just 6 months of usage so far. As the year ends, we will be sure to send you another progress report with hopefully even better results.