**To: Evelyn Glube**

**From: David Yau Zhong, Shin Hankyu**

**Date: Tuesday November 17, 2020**

**Subject: Summary of Group 3 Project Work Plan**

**Dear Professor Evelyn,**

**We have planned the content of the formal report and the working process to develop the formal report. The work plan detail is attached below the memo.**

**Our Formal Report will be based on the company, Facebook. We will specifically focus on Facebook's corporate system and its impact on the work environment which is designed for people who work at Facebook, and future employees.**

**Group meetings are held every Wednesday at 2:00 pm, and every Sunday at 10:00 am. The sessions will last 15 to 30 minutes. The goal of the meetings is to discuss the current progress, work challenges and solutions. All the work process will be tracked by the Trello backlog.**

**This group project will be charged by Shin Hankyu and David Yau Zhong.**

**Wilson Lincoln, a current team member, Hankyu Shin checked his email a little late, so he couldn't participate in this assignment because Hankyu didn't get a request from Google docs.**

**We will strictly adhere to the timeline and format requirements of the project plan. We are looking forward to answer any questions about the project plan and accepting any suggestions.**

**Thank you for your time.**

**Sincerely,**

**Shin Hankyu - 301090893**

**David Yau Zhong – 301040340**

**Work Plan**

**A. Group Members and their Roles**

**-        Hankyu Shin (Project manager)**

**-        David Yau Zhong (Project leader)**

**-        Wilson Lincoln (unable to reach)**

**B. Report's Topic**

**-        Facebook's corporate system and its impact on the work environment**

**C. Report's specific purpose: *(Identify the specific purpose* *of* *this* *report.)***

**-        Provide information in terms of Facebook company system and work environment for those who will work on Facebook in the future.**

**D. Report's Audience: *(Identify* *the* *audience* *of* *the* *report.)***

**-        People who are going to work at Facebook in the future.**

**-        Students who are willing to have an internship at Facebook.**

**-        Corporate culture exchange meeting held by the company.**

**E. Sources and Methods of Data Collection: *(Identify how you will collect data for this report. Remember that you will need to reference all your sources using APA format.)***

**-        Sources of information in the report can be searched in detail on the Internet, including past historical reports, status reports, and news mentioned in public interviews with company executives. Interview some of the Facebook employees or ex-employee.**

**-        When feasible, reach out to current and former employees to gain a more objective view of the company's work and influence experience.**

**F. Draft - Report Outline: *(Identify the major and minor sections of your report—refer to Elements of Formal Reports on pages 448-458 of the text. Under Body of the Report, list your headings and subheadings below Discussion of Findings)***

**Discussion of Findings:**

**Introduction:**

**l  Purpose of the report**

**l  Facebook basic background**

**l  Facebook’s Pursuit of Universal Work**

**Body:**

**l  Important events in the history of Facebook**

**n  According to the working environment**

**n  Company system**

**n  Result of the historical events**

**l  Current Facebook situation**

**n  Work environment**

**n  Company system**

**n  Employee's Work Experience**

**l  Facebook's Expectations for the Future**

**n  Desired changes to the work environment.**

**n  Desired changes to the company system**

**n  Expectations of Employees**

**Conclusion:**

**l  Qualities Suitable for Working at Facebook**

**l  Recommendations for people who want to join Facebook**

**G. Schedule: *(Develop a schedule that effectively and equally divides the work amongst group members.)***

|  |  |  |
| --- | --- | --- |
| **Task** | **Owner** | **Due Date** |
| **Research Facebook background** | **David Yau Zhong** | **Nov 20, 2020** |
| **Research Facebook general work culture** | **David Yau Zhong** | **Nov 20, 2020** |
| **Research Facebook company work system** | **David Yau Zhong** | **Nov 21, 2020** |
| **Research Facebook historical event about work culture** | **Shin Hankyu** | **Nov 20, 2020** |
| **Research Facebook current situation** | **Shin Hankyu** | **Nov 21, 2020** |
| **Research Facebook future expectation** | **David Yau Zhong** | **Nov 21, 2020** |
| **Research Facebook employee work experience** | **David Yau Zhong** | **Nov 22, 2020** |
| **Research Facebook expectation on employee** | **Shin Hankyu** | **Nov 22, 2020** |
| **Collect information needed for report introduction** | **David Yau Zhong** | **Nov 25, 2020** |
| **Rough draft for report introduction** | **David Yau Zhong** | **Nov 25, 2020** |
| **Report introduction proofreading** | **Shin Hankyu, David Yau Zhong** | **Nov 26, 2020** |
| **Collect citation for the report introduction** | **David Yau Zhong** | **Nov 26, 2020** |
| **Collect information needed for report body** | **Shin Hankyu** | **Nov 25, 2020** |
| **Rough draft for the report body subheading 1** | **Shin Hankyu** | **Nov 25, 2020** |
| **Rough draft for the report body subheading 2** | **Shin Hankyu** | **Nov 26, 2020** |
| **Rough draft for the report body subheading 3** | **David Yau Zhong** | **Nov 26, 2020** |
| **Proofreading report body** | **Shin Hankyu, David Yau Zhong** | **Nov 27, 2020** |
| **Collect citation for the report body** | **Shin Hankyu** | **Nov 27, 2020** |
| **Collect information needed for report conclusion** | **David Yau Zhong** | **Nov 27, 2020** |
| **Rough draft for the report conclusion** | **David Yau Zhong** | **Nov 27, 2020** |
| **Report conclusion proofreading** | **Shin Hankyu, David Yau Zhong** | **Nov 27, 2020** |
| **Collection citation for the report conclusion** | **David Yau Zhong** | **Nov 27, 2020** |
| **Report memo format editing** | **David Yau Zhong** | **Nov 28, 2020** |
| **Check all citation** | **Shin Hankyu, David Yau Zhong** | **Nov 28, 2020** |
| **Final report proofreading** | **Shin Hankyu, David Yau Zhong** | **Nov 28, 2020** |

**H. Anticipated Challenges: *(List potential challenges and how they may be overcome.)***

**·        Laziness: We must rely on each other and encourage each other to overcome the laziness and keeping each other alert by keeping in touch frequently.**

**·        Meeting: If we can’t participate in the meeting due to unavoidable circumstances, we should tell the circumstance before the meeting and discuss to do the meeting at a different time.**

**I. List of Sources: *(Identify only the title and author of the sources you will use.)***

**Source 1:**

**Title: Inside Facebook’s ‘cult-like’ workplace, where dissent is discouraged and employees pretend to be happy all the time**

**Author: Salvador Rodriguez**

**Source 2:**

**Title: Here's Why Facebook's Former Employees Describe the Company as Cult-Like If you disagree with either leadership or co-workers, you may face unpleasant consequences.**

**Author: Minda Zetlin**

**Source 3*:***

**Title: What You Can Learn from The Facebook Culture Crisis?**

**Author: Bretton Putter**

**Source 4:**

**Title: Facebook Inc.’s Organizational Culture (An Analysis)**

**Author: Jessica Lombardo**

**J. Provide a sample in-text citation and reference list entry for the above sources.**

**Source 1:**

**(Rodriguez, 2019)**

**Rodriguez, S. (2019, January 8). Inside Facebook's 'cult-like' workplace, where                         dissent is discouraged and employees pretend to be happy all the time.                               CNBC. https://www.cnbc.com/2019/01/08/facebook-culture-cult-                                               performance-review-process-blamed.html**

**Source 2:**

**(Zetlin & The Geek Cap, 2019)**

**Zetlin, M., & The Geek Cap. (2019, January 11). Here's why Facebook's former                                     employees describe the company as cult-like. Inc.com.                                                                             https://www.inc.com/minda-zetlin/facebook-culture-cult-like-former-                                             employees-report.html**

**Source 3*:***

**(Putter, 2019)**

**Putter, B. (2019, January 16). What You Can Learn from The Facebook Culture                                      Crisis? Forbes.                                                                                                                                                                                  https://www.forbes.com/sites/brettonputter/2019/01/16/what-you-can-learn                             -from-the-facebook-culture-crisis/?sh=1e6529524197**

**Source 4:**

**(Lombardo, 2018)**

**Lombardo, J. (2018, June 6). Facebook Inc.’s organizational culture (An analysis).                                                            Panmore Institute. https://panmore.com/facebook-inc-organizational                                                           -culture-characteristics-analysis**