M E M O R A N D U M

October 30, 2013

TO: Prof. Jie Wang

FROM: **Ariel Magana**

Belgica Martinez

Miguel Garcia

Juan Perez

Ravi Pappu

RE: BOEING PROJECT WORK PLAN

Below is our team’s work plan for the Boeing Co. report. The plan will help ensure the completion of our report in a outstanding manner.

**Statement of Problem**

Job seeking students need to be more informed about the company before they go to their interviews. Our goal is to help students become more familiar with Boeing Co. so they can be better prepared for interviews with this company.

**Statement of Purpose**

The purpose of this report is to give students an overview of Boeing and inform them of unique skills the company looks for in their applicants and what they can offer them. We will compose a brief company history; examine financial reports and newsletters from Boeing and other sources. We will research the products and services Boeing and its main competition offer. This report is significant for students as it will inform them on Boeing structure, company culture, and hiring practices, which should result in leaving a better impression with the interviewer.

**Research Strategy (Sources and Methods of Data Collection)**

Our primary source of information will be from the financial statements and other documents provided by Boeing in response to our information request letter. We will also gather information about the company’s historical background, recent operations, financial well-being, company culture, and competitor data from other proprietary sources.

**Tentative Outline**

1. What is Boeing?
   * 1. How and why was the company founded and how has it changed over time?
     2. Who are the current main executives of the company and how have they affected the company?
     3. What products and services does Boeing provide, specifically to whom and where?
2. How does Boeing compare to its major competitors?
   * 1. What type of strategy does Boeing practice? How does this relate to comparable companies in the same market?
     2. What opportunities will Boeing use in the near future? Where is the company headed?
     3. What changes have occurred in Boeing business environment recently and how has the company adapted to these changes? Have these changes affected Boeing financial well-being?
3. How is Boeing financial health?
   * 1. What are the major sources of revenue for the company? How much outstanding debt does the company have? How does it finance its projects?
     2. How has Boeing stock performed over the past decade? How has the company performed in terms of dividend payment?
     3. How do analysts feel about the future of the company?
4. How does Boeing affect its stakeholders, and who are they?
   * 1. What kind of image does Boeing attempt to create through charitable contributions and involvement with local communities?
     2. What industries does Boeing depend on and what industries depend on it?
5. What is the work atmosphere like at Boeing?
   * 1. Which jobs are the most numerous at the company? How many employees does the company hire annually? What is their turnover ratio?
     2. What type of corporate culture does the company attempt to create? What does Boeing emphasize to its employees and what does it do to attract and retain qualified applicants?
     3. Are there any qualifications or specific skills that would make applicants more attractive to Boeing?

**Work Schedule**

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| --- | --- | --- |
| **Topic** | **Group Member Responsible** | **Date** |
| Divide report topics among team members | Ariel, Belgica, Miguel, Juan, Ravi | October 21 |
| Letter to Boeing Co. | Ariel, Belgica, Miguel, Juan, Ravi | October 23 |
| Organize and interpret data | Ariel, Belgica, Miguel, Juan, Ravi | November 1 |
| Compose general company profile | Belgica | November 1 |
| Research on company competitors | Juan | November 1 |
| Research on company financial statement | Ariel | November 1 |
| Research on company image | Ravi | November 1 |
| Research on company culture | Miguel | November 1 |
| Compose PowerPoint slides | Ariel, Belgica, Miguel, Juan, Ravi | November 8 |
| Compose draft of term paper | Ariel, Belgica, Miguel, Juan, Ravi | November 11 |
| Revise draft | Ariel, Belgica, Miguel, Juan, Ravi | November 15 |
| Team report rehearsal | Ariel, Belgica, Miguel, Juan, Ravi | November 11-15 |
| Deliver team presentation | Ariel, Belgica, Miguel, Juan, Ravi | November 18 |
| Submit term paper | Ariel, Belgica, Miguel, Juan, Ravi | December 6 |

**Team Meetings**

We plan to meet on a weekly basis for the term project. Our first meeting is scheduled for November 1 at 4:00 p.m. in the University of Illinois at Chicago Library.

**Consequence of violation**

We all agreed to participate in all the team meetings and complete our individual assigned tasks of the project in a timely manner. Additionally, each of us agreed that two absences from a team meeting without an adequate excuse will result in a written warning, which will be handed to the professor. Three unexcused absences may result in expulsion from the team.

The above work plan has been composed to keep our team organized and to ensure the completion of our respective tasks by the designated due dates. Please contact Ariel Magana, our team leader, at amagan4@uic.edu if you have any questions regarding our work plan.