Select an organization- Commercial, government, no for profit organization, at least 50 employees & a website. *If the chosen organization already has the relevant systems, what do you propose to improve their current business processes? (Refer to Chapter 3)*

***Below content list is only a suggested outline and you may improvise to suit your respective group work’s context. This is provided merely to encourage all of you to kick start your group project work.***

(*Suggestion:* Major headings in Upper case, sub headings in lower case)

1. COURSEWORK GRADING FORM
2. ASSIGNMENT COVER PAGE (Optional)

*Your team name, members’ full name & NRIC*

1. TRANSMITTAL LETTER

The letter should be addressed to the person who requested the report (in your assignments it is permissible to use a fictitious person), and the return address of the sender should be left-justified, unless official letterhead is used (your name should not appear at this point). The city and state elements of the sender’s return address and of the receiver’s address and of the receiver’s address should be entered in capital letters.

1. TITLE PAGE

For whom

1. EXECUTIVE SUMMARY

* The purpose (objectives) and scope of the report
* The type of analysis conducted (and methods used)
* The most important and significant findings, in summary form
* The most important and significant recommendations

It should be "stand-alone" document that encompasses the important points of the report it accompanies. The below table provides a guide to the approximate length of the executive summary

1. TABLE OF CONTENT
2. INTRODUCTION

* The authorization and purpose of the report: Tell the reader/marker/examiner who has commissioned the work and why the report is being produced
* Hindrances: Any limitations encountered in the production of the report that may affect the results or the ability of the writer to complete the report
* The scope of the report: Summarize what the report covers, how information will be presented in the report, where the information for the report comes from and how it will be gathered (e.g. questionnaires or other research).

Be careful here once again not to simply reproduce the table of contents: this should be an overview or summary of what will be done, not a bit-by-bit reproduction. Focus on the important elements. Introduction is written after the main report.

* 1. Goals and objectives
     1. BACKGROUND OF THE ORGANIZATION

*You may include the following and add any other relevant content*

Corporate Mission

Structure

Major Business Processes

Business Strategy & relationship with external entities

Home page URL

* + 1. ANALYSIS:

*You may include the following and add any other relevant content*

Business Process management

* Current process structure, resources
* What changes are proposed to change process structure & resources
* Why it’s proposed? Impact & benefits to the organization? (Refer to Chapter 7)
* How will the proposed improve process quality?
* Apply competitive strategy (Refer to Chapter 3)

Business Information Systems Design

* What are the stakeholders user’s role in the development of IS?
* Apply 5 component framework (Refer to Chapter 1,2,8 etc)

The essential reports

* What is/are the recommended reporting application(s)
* Why have you chosen this or recommended?
* What impact and benefits are expected for the organization?

Database Management System

* How the recommended database/application make it useful for the organization?
* How the chosen can use data warehouses or data marts?
* What benefits and impact does it draw upon the organization?
* Any backup & recovery recommended? Why?

1. CONCLUSIONS

* Summarize the main points of the assignment. It should be based on the information presented in the body - WHAT DO THE FINDINGS MEAN?
* Conclusions must be consistent with the outline given in the introduction
* WAS THE PURPOSE OF THE REPORT FULFILLED?
* HAVE THE SPECIFIED SOURCES OF INFORMATION BEEN USED?
* HAVE THE AREAS STATED BEEN ADEQUATELY TACKLED?

1. RECOMMENDATIONS to the CEO:
   1. System conceptual plan
   2. implementation plan

Any challenges of implementing? How to overcome this?

1. LIST OF REFERENCES

Must use APA referencing guideline

1. APPENDICES
   1. Journal
   2. Individual Report
   3. Any relevant information to support the chosen organization
   4. Any relevant diagrams, process flows

**OUTLINE TEMPLATE**

1. COURSEWORK GRADING FORM
2. ASSIGNMENT COVER PAGE (Optional)
3. TRANSMITTAL LETTER
4. TITLE PAGE
5. EXECUTIVE SUMMARY
6. TABLE OF CONTENT
7. INTRODUCTION
   1. Goals and objectives
      1. BACKGROUND OF THE ORGANIZATION
         1. Corporate Mission
         2. Structure
         3. Major Business Processes
         4. Business Strategy & relationship with external entities
         5. Home page URL
      2. ANALYSIS:
         1. Business Process management
         2. Business Information Systems Design
         3. The essential reports
         4. Database Management System
8. CONCLUSIONS
9. RECOMMENDATIONS to the CEO:
   1. System conceptual plan
   2. implementation plan
10. LIST OF REFERENCES
11. APPENDICES
    1. Journal
    2. Individual Report
    3. Any relevant information to support the chosen organization
    4. Any relevant diagrams, process flows