**Abstract:**

A brief summary of the report.

**Keywords:**

The words you think are important in your report. The keywords show the topic of your report. Usually 3-5 keywords.

1. **Introduction / Background**

The contents should include, but not limit to:

The background of the company /daily life; the structure of this project report, and etc.

1. **Project Objective**

In this section, you need to clarify the objective of this report, why would you like to explore this problem / issue?, and etc.

1. **Data / Problem Analytics**

***3.1 Data***

Please describe the data source and the approach you collect the data.

***3.2 Methods***

In this section, you need to clarify which methodology you use in this report. The methodology can be the theory and techniques you learned in the operations management class. If you use data in your report, please clarify the data source.

***3.3 Data / Problem Analytics***

In this section, you will show how the data / problem is analyzed using the methodology in section 3.1. Please use some visualization tools (such as graphs) to show your results. Please use software to analyze the data.

1. **Findings / Conclusions**

In this 3.2 section, you need to discuss the results in Section 3.2. For example, what does the numbers you get from Section mean? In other words, in this section, please discuss the findings and conclusions you get from your analytics part in Section 3.

1. **Managerial Implications**

In this section, you need to discuss how your findings in the previous sections can help managers / people to improve the operations process and performance. How can you implement your results of this project?

1. **Idea Sharing**

In this section, please feel free to add any ideas, comments, or insights during the project preparation and conduction process / experience. For example, what do you learn from doing this project? How do you think the application of operations management theory in the real-world business?, and etc.

1. **References**

If you cite some references in the report, you can list them here.

1. **Appendix**

In this section, please list a weekly schedule for you to finish this project. An example of table is as follows:

|  |  |
| --- | --- |
| **Time** | **Contents** |
| January 27, 2024 | Project Group Forms |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Monday April 22, 2024 | Final Project Paper Submission and Final Project Presentation Slides Submission |

1. **~~Introduction / Background~~**
2. **~~Project Objective~~**
3. **Data / Problem Analytics** 
   1. **Data**
   2. **Method**
   3. ***Data / Problem Analytics***
4. **Findings / Conclusions**
5. **Managerial Implications**
6. **Idea Sharing**
7. **Reference**
8. **Appendix**