To:

From:

Date:

Subject:

Do not include these instructions in your report! Remember not to use "I" for a technical report.

Executive Summary

2-4 paragraphs to briefly outline the tasks and results of the lab.

Process Mapper

Show the 'swim lane' type of flow chart for unloading the plane, containers and reloading containers into the aircraft.

Give a short discussion of your strategy and results.

Warehouse Designer

Give a diagram of your warehouse. It should be a scaled diagram. For example, a ¼ inch of paper = 4 feet in the warehouse. Since pallets are about 4 feet across this might be a good scale that will fit on a piece of paper.

Give a discussion of your strategy and plan.

Conclusion

Briefly discuss the need for the type of logistical planning demonstrated in the lab.

Give a short discussion of your designs and how they would help the rapid delivery of emergency supplies.

Add any ideas how to improve the lab.