**ALEKSEY KRAMER**

**ASSIGNMENT: WRITING OBJECTIVES**

**PROJECT 400 A1**

***ASSIGNMENT:***

Consider the following objectives and think about what each might be missing. Rewrite each to improve it, or state whether the objective can stand as is; compare your responses to the sample answers. When rewriting each objective, invent details as necessary in order to describe a plausible solution. Your answers will therefore naturally vary from the sample answers. What you should check for is to see that you have specified the type of information that was missing from the original objective.

1. Improve customer service.
2. Upgrade the Marketing Department with MS Office 2010, at a cost of $1,500 for nine workstations, in three weeks.
3. Get a four-year degree with a budget of 80,000 dollars by four years from this fall.
4. Improve efficiency in a project team by specifying team relationships and clarifying workflow.

***ANSWER:***

1. Improve customer service by decreasing customer interaction time by 20% while achieving 50% increase in first time quality.
2. Upgrade the Marketing Department computers with MS Office 2010 over the period of three weeks for under $1,500.
3. Obtain a four-year degree in four years starting from the Fall quarter of 2016 for under $80,000.
4. Improve productivity of the project team by establishing working hierarchy and well-defined process workflows.