[REPORT TEMPLATE FOR CASE ASSIGNMENTS – Delete this line]

TO:

FROM:

SUBJECT:

REVIEW OF THE CURRENT SITUATION

[This section discusses the reason for the report – why your boss assigned you this project. It also provides discussion and description of the current situation. What is the problem, what are the data and information about the state of affairs, the situation, etc. in the Plasti-brack processes and areas of concern.]

GOALS AND OBJECTIVES

[This section provides the goals and objectives that you want to accomplish for this project. Goals are the more general and qualitative items you want to achieve, and objectives are more specific and quantitative.]

ACTIONS/PLANS

[What do you propose to do to accomplish the goals? These should be specific and detailed and focused on the areas of concern in the Plasti-brack processes and areas of concern. A plan should include some sequence of actions, steps, etc., and if possible, who should do them. What are the costs involved in doing these actions?]

EXPLANATION/JUSTIFICATION

[Explain how the plan will accomplish the goals and objectives. Clearly identify the connection between the plan, the various actions and the various goals and objectives. What are the benefits of achieving the goals, and do these benefits justify the costs of doing them?]