MAN 495- Business Capstone Project
Final Report Instructions

1. Cover Page

- University logo & name
- Course code and name
- Section number
- Company name
- Your group name
- Group members' names & surnames including ID numbers

2. Table of Contents

3. Executive summary: Should be one paragraph. An executive should be able to read the executive summary and get an overall grasp of the report without having to read the entire content.

4. Problem Solution:

Problem: Define the problem (in one sentence) and summarize the root causes of the problem, its impact, and the stakeholders involved.

Alternative Solutions: You are expected to investigate and recommend more than one solution to the problem(s). All of the solutions that you propose must be a remedy to the problem(s) with all the pros and cons explicated.

Best Solution: A detailed explanation of the most effective solution is required. You are expected to convince the reader that the solution that you propose is well-defined, well-analyzed and the best remedy.

Solution Plan: List the concrete actions or tasks that need to be performed to implement the solution. Each action step should be clearly defined and broken down into manageable tasks.
   a) *Goal Setting:* Establish specific, measurable, achievable, relevant, and time-bound (SMART) goals that define what the solution aims to achieve. Goals should be aligned with the overall mission and objectives of the company.
   b) *Action Steps:* List the concrete actions or tasks that need to be performed to implement the solution. Each action step should be clearly defined and broken down into manageable tasks. This ensures that every team member understands what needs to be done.
   c) *Resources and Requirements:* Identify the resources needed to carry out each action step, including human resources, budget, materials, tools, or technology. This section ensures that all necessary inputs are available to execute the solution successfully.
   d) *Timeline and Milestones:* Establish a timeline for each action step, including start and end dates. Milestones should be set to track progress and ensure that the solution plan is on schedule. A timeline helps prioritize tasks and manage time effectively.
   e) *Responsibilities and Accountability:* Assign specific responsibilities to team members or stakeholders for each action step. Clearly define roles and accountability to ensure that everyone knows what they are responsible for and who they report to. This promotes ownership and reduces ambiguity.

5. Sustainability Recommendations: Identify your recommendations/suggestions within the context of sustainability in line with the below instructions:

I) For the companies which include sustainability issues in their annual report:

⇨ You should compare the company with its benchmarks (national or international companies) in the same sector and give information about the below question:
  ▪ What type of improvements/changes *can be applied* within the context of sustainability?

II) For the companies which involve information about sustainability issues in their website but have neither a separate sustainability report, nor include sustainability issues in their annual report.

⇨ You should compare the company with its benchmarks (national or international companies) in the same sector and give information about the below question:
  ▪ How can the company *increase* the sustainability awareness in the organization?

III) For the companies which have no information about sustainability issues in their website and have no separate sustainability report and have no sustainability information in their annual report:

⇨ You should compare the company with its benchmarks (national or international companies) in the same sector and give information about the below question:
  ▪ How can the company *create* the sustainability awareness in the organization?

6. Conclusion

7. Appendices: All groups should include the questions and answers from their interview with the company's manager/employee(s)/customers—potential or regular users—in their Appendices. List all tables, figures, charts, graphs, and pictures in the Appendices section. Don't forget to cite the Appendices (e.g., see Appendix 1) at the appropriate places in the report.

8. References: Should be in APA format, which you can check at this link.

Note: Report should be between 20 -25 pages (excluding the Appendices and the References).

Format:
- Times New Roman, 12 pts and 1.5 line spacing.
- Page Margins: Top-Bottom, Left-Right: 1.6 cm.
- Page Numbers: At the bottom of the page
- Your file should be in PDF format