

# Report: Step 1 of 5 - An Investigation Proposal

## The scenario

You work for a large retail organisation named “Macey’s”. Macey’s sells footwear and clothing and has stores in several Australian states.

You are working within the "Technology and Design Team" which everyone knows as the T&D team. Your team performs several artistic and technical functions, including Website design, advertising design and construction, store layout and design, database maintenance, and help-desk support. Your team is also asked to work on ad hoc projects, such as the one earlier this year where the team built a powerful data analysis tool using Excel, and one last year where new cabling was laid.

Your boss, Macey Hargreaves, has sound IT knowledge and is always keen to hear from the T&D Team when they have new ideas that can help her organisation. She is always looking for ways T&D can give her company gain a competitive edge. For that reason, you love working for her. You also like working for her because she always tries to put her staff first.

Recently Macey has said that she intends installing a new piece of software. She made it clear that there are 2 reasons for her choice - because it's what T&D staff members have said they want and because it will improve productivity.

You have worked with that piece of software before. You like it but are passionate in your belief that another piece of software would be a better choice. You want to mention it to Macey but you decide to hold back for the moment. You think your best chance of successfully convincing Macey is to write up a “Comparison Report” that discusses the pros and cons of each piece of software and so help her to make a fully informed decision.

To that end you decide you will first prepare an "**Investigation Proposal**" – a request to be given 4 hours per week over the next 4 weeks to conduct research, interview staff members about their preferences, and then write up a Comparison Report.

Macey’s has templates for many of the standard documents that are written within the organisation. It is expected that all employees use them so as to standardise communications and so facilitate better decision making. One of these templates is the "*Investigation Proposal Template*" and you will need to use it for your investigation proposal.

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## Your task

Prepare an Investigation Proposal. Your hypothesis is that your choice of software will do more to satisfy Macey's needs than Macey's original choice.

You can decide on the 2 pieces of software you will compare. Be sure to **present your idea to your tutor before beginning**. You may receive advice from your Tutor on modifying your idea to make it more suitable for our assessment purposes. Note that you could change the above scenario to one about a hardware upgrade rather than software change if you prefer.

You have been given a template to use - the "*Investigation Proposal Template.pdf*" file that you will find on Moodle. In the workplace, this would be given to use as an MS Word document so that you can just start typing into it, but here you have only been given the PDF, which means you will first need to recreate the original in MS Word. It will need to:

- Look exactly like the PDF
- Use MS Word "Styles"
- Carefully choose between serif and sans-serif fonts
- Take a best-guess at font sizes and colours and paragraph spacing
- Include a header (and for this you can just capture a screenshot image of the PDF's header) and footer (containing a page number) too.

Word length: 400 to 600 words (including headings)

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## How you will be assessed

- ✓ Microsoft Word competence – duplicating the layout of the PDF template in MS Word (40%)
- ✓ Presenting an "audience centred" document that effectively presents your proposal (50%)
- ✓ Grammar, spelling, and general presentation (10%)

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## Submission instructions

This assessment is worth 20% of your overall grade

Upload a single MS Word document to Moodle before the end of day Thursday March 22<sup>nd</sup> 2018, before the beginning of class.