

Project 2: The Information Report – Group (20 points)

Purpose: To compose an information report about your community partner or client.

Audience: Your instructor, your peers, your community partner or client.

The Assignments

In the workplace, you may be asked to conduct research on something (an organization, a new marketing or social media strategy, new hardware or software, etc.) and report your findings to your boss, colleagues, or clients. The ability to work in a team to conduct thorough research and report your information in a clear and concise manner will be vital to your success. The goals of this project are to help you develop these research, teamwork, and writing skills as you learn more about your community partner or client.

As you meet with your community partner or client to begin work on your semester project, you should also begin learning as much as you can about them. Learning about their history, mission, short- and long-term goals is vital to an effective and successful collaboration. For this report, you will investigate the following areas and compose a professional information report:

- History of the organization (who, what, when, where, why, how?)
- Mission of the organization
- Current members and their roles
- Current initiatives/projects
- Collaborators/partners (for example, Richnor Springs collaborates with the York Road Partnership, which in turn works with the Greater Homewood Community Corporation)
- Challenges (what are some of the major roadblocks to the organization's success?)
- Future plans

You may use any and all resources (interviews with organization members, Internet, news, etc.) at your disposal, but please remember to use correct citation to record your sources.

Goals of the Assignment

The goals of Project 2 are to work as a group to accomplish the following:

- Writing Process – Develop and understand various group strategies for planning, researching, drafting, revising, and editing a rhetorically-effective, reader-centered information report
- Research – Understand and use secondary and empirical research methods to produce an information report, including analyzing professional contexts, assessing and using information resources, and determining how various media and technologies affect and are affected by users and readers
- Technology – Develop group strategies for using and adapting various communication technologies to manage your project and produce user-centered deliverables. These strategies could include the following:
 - Scheduling meetings – whenisgood.com, exchanging cell phone numbers
 - Collaborating on research and writing – Googledocs
 - Establishing roles, responsibilities, and timelines – Gantt charts

- Document Design – Learn to communicate with visual data, understanding and implementing various principles of format, layout, and design of a professional report

Format for the Report

Including front and back matter, your information report should run about 15 pages. This report follows a typical research document organization called the IMRaD structure: Introduction, Methods, Research findings, and Discussion. The document should also include appropriate front and back matter outlined in the Anderson text in chapters 11-13. Your report should look something like this:

1. Front matter
2. Introduction and objectives of research
3. Research methods
4. Research findings on the organization:
 - a. History
 - b. Mission
 - c. Current members and their roles
 - d. Current initiatives/projects
 - e. Collaborators/partners
 - f. Challenges
 - g. Future plans
5. Discussion
 - a. Your impressions of the organization
 - b. What you are doing with your deliverable to help them fulfill their mission/goals
 - c. Your group members roles and responsibilities using a Gantt chart to identify milestones
6. Conclusion
7. Back matter

Please use chapter 25 in the Anderson text to help guide your work for this project. At the beginning of each section, please type that section's author(s) in brackets next to the heading: *Schedule [Jane Doe, Allen Brizee]*. Please single space body text and use first, second, and third level headings to organize your document. You should also use serif and sans serif fonts ranging between 10-12 point size to show information hierarchy. Lastly, please use appropriate MLA, APA, or CMS citation style and include a works cited page for your sources.

Online Help

The Purdue OWL contains good information on professional writing. You may also use examples on the course website. Remember that examples on the course website are merely models; your proposal may look/read differently from those models. Use models as a guide rather than an exercise in cut and paste skills.

Revision

You will be able to revise this document during the composition process; however, you will not be able to revise this document for an improved grade after submission.