

ADM1100/ 1300 SUMMER 2014

Individual Project

Instructions

Select any one of the following companies:

Telus Corporation

Netflix Inc.

Tim Hortons Inc.

Bank of Nova Scotia

General Motors Company

Dollarama Inc.

For your selected company you must provide a formal “**management review report**” that contains the following sections:

1. Executive Summary

- a. You will need to provide a concise summary of your findings followed by a general recommendation on how well this company performs the main functions of management and where any major improvements could be made.

****Note that your executive summary for this will report will not follow the same format as that of your case study reports. However, it should be one page in length****

2. An overview of this company

- a. Its name, location of head office, location of subsidiary offices.
- b. Its main line of work (services, products).
- c. Other relevant facts on the background of the company

3. Governance

- a. Composition of its Board of Directors.
- b. Committee Structures (such as whether it has a separate audit committee, compensation committee).
- c. Major shareholders or shareholder groups (such as Pension Fund Managers for example).
- d. How effective is its governance? Can you suggest improvements?

****Note for a, b, and c above, if there is too much information available, highlight the main points and add appendices as necessary.****

4. Ethics and Social responsibility

- a. Is this an ethical company? Is it socially responsible? You will need to support your position.
- b. Has the company ever been featured in the press in a negative way that was attributable, whether correctly or incorrectly, to ethical or social responsibility issues? If so, were these allegations founded? If not, has your research uncovered any areas that could pose a risk to this company in the areas of social responsibility or ethics?

5. Organization

- a. How is this company organized? What is its organizational structure? The structure of the company may not be specifically identified, but you should be able to draw conclusions based on research.
- b. Is there a prevailing organizational culture? How is this evident? If this is not obvious from your research, what type of organizational culture would you expect to find and why?
- c. Link as much of the course material concerning organization to your research into this company.
- d. Can you suggest improvements to its organization? Why or why not?

6. Planning

- a. How does this company conduct its strategic planning? Its operational planning?
- b. Link as much of the course material concerning planning to your research into this company.
- c. How effective is its planning function(s)? Can you suggest improvements?

7. Leading

- a. Who are the key leaders in this company?
- b. Which leadership styles are evident? If this is not obvious from your research, which leadership styles would be most appropriate and why?
- c. Link as much of the course material concerning leadership to your research into this company.
- d. How effective is its leadership? Can you suggest improvements?

8. Controlling

- a. What control mechanisms do you feel would be most critical to this company and why?
- b. Link as much of the course material concerning control to your research into this company.
- c. How effective is control in this company? Can you suggest any improvements?

9. Written Assignment Grading Report

- a. Every assignment must be submitted with an academic attestation (see below).
- b. A Grading Report Sheet must be provided (see below)

Your written assignment MUST:

- Clearly contain bold headers for each section;
- Be free of grammatical errors;
- Appropriately reference all material that is not original;
- Contain the academic attestation form (see below);
- **Not exceed 15 pages**, using 11-pitch font and double-spaced (excluding cover page, bibliography, and appendices).
- Use not only web-based resources, but also conduct a literature review that will include a search for any academic studies completed that have involved your selected company as well as any popular press articles – magazines, newspapers, publications of professional organizations and other possible sources of information.

The outline of your written report must be as follows:

Executive Summary

Company Overview

Governance

Ethics and Social Responsibility

Organization

Planning

Leading

Controlling

Conclusion

The Academic Attestation MUST be the following and MUST be signed

Personal Ethics Agreement Concerning University Assignments Individual Assignment

I submit this assignment and attest that I have applied all the appropriate rules of quotation and referencing in use at the University of Ottawa. I also confirm that I have taken knowledge of and respected the *Beware of Plagiarism!* brochure found on Blackboard Learn. I attest that this work conforms to the rules on academic integrity of the University of Ottawa.

Name, Capital letters

Student Number

WRITTEN ASSIGNMENT GRADING REPORT

Name: _____

Student No. _____

Component	Overall Comments	Letter Grade
Executive Summary		
An overview of this company		
Governance		
Ethics and Social responsibility		
Organization		
Planning		
Leading		
Controlling		
Overall Quality of Writing		

Overall Assignment Grade (Letter Grade): _____