**Project Overview**

As a part of this project, each learner will be required to deep-dive into **four concepts** (one each week) and present a report of their findings in the form of a one-page memo (total 4 memos).

In evaluating the memos, the following five criteria will be used:

1. **Following directions** - Make sure you write in memo style in a way that you are addressing it to the class and start off with your summary of the topic early in the memo so readers can glean the key points right away.
2. **Analysis** - Have you identified the key issues in the research including theories and concepts? Is your interpretation of the information supported by facts from relevant resources? Are the theories and expert opinions backed by facts and are they logical?
3. **Clarity**- Is the writing clear and concise? Is there a statement of purpose at the start and a summary of your analysis at the end? Is there a logical flow to the report?
4. **Resources** - Are there proper references to find the sources of your memo? Your memo must summarize research findings from at least ONE source OUTSIDE the course content such as literature, websites, interviews, etc., that provides a majority of the content relevant to the topic of choice.
5. **Presentation** - Are there spelling, typing, grammar, or punctuation errors? Is it professional in appearance? As the name implies, the one-page memos are to be

* A maximum of one page in length,
* Single-spaced, and
* No smaller than 10-point font.

Overall, the goal of this project is to provide a concise and organized summary of your learning in the course on supply chain management. By following these guidelines, you should be able to create a memo that effectively conveys your understanding of the course material and your ability to apply it to real-world situations.

Sample memos are attached for your reference.

**Evaluation Criteria**

The total weightage of the individual assignment in the course is**20%**. Learners will be evaluated based on the following guidelines:

|  |  |  |
| --- | --- | --- |
| **Guidelines** | **Description** | **Marks** |
| Analysis | 2 marks will be awarded if key concepts are clearly identified in the research including theories and concepts. The interpretation of concepts should be supported by facts from relevant resources and should flow logically | 2 |
| Clarity | 1 mark will be awarded for a clear and concise report. There should be a statement of purpose at the start and a summary of your analysis at the end | 1 |
| Resources | 1 mark will be awarded if your memo includes research findings from at least ONE source OUTSIDE the course content (videos on the LMS) such as literature, websites, interviews, etc., that provides a majority of the content relevant to the topic of choice | 1 |
| Formatting and Presentation | 1 mark will be awarded for a well-formatted memo with no grammatical errors. Each memo should not be great than one page | 1 |

Note: This evaluation criteria **(max marks - 5)** pertains to **one memo**. **Each learner needs to submit four memos (one for each week)**. Therefore, the maximum marks for the project are 20 marks.