

## MGMT 365 Project Tips

The tips/recommendations below are not intended to be an inclusive list of requirements.  
Use the recommendations from the text!

### RESEARCH, follow recommendations in Chapter 8

- Clearly identify research questions
- Carefully consider the scope of your project and the audience
- Research must include secondary and tertiary research, both qualitative and quantitative data should be presented; (It is recommended, but not required, that one interview is conducted as primary research for your project.)
- Minimum of 6 sources in addition to the textbook (which may be used if you choose to); Be sure your sources are credible (3As: authorship, accuracy, age)

### PAPER, follow guidelines in Chapter 10:

Decide on your title (not necessarily the same as the topic)

Format professionally, following recommendations in Chapter 10.

Be sure to include:

- cover page/title page, (see pg. 345), list authors in alpha order by last name
- table of contents
- executive summary
- page numbering begins on page 1 of the body
- works cited page
- use Times New Roman font size 11 or 12,
- minimum .75 inch margins, double-spaced and one-sided,
- stapled or bound in folder (pages need to be accessible for feedback)

It is recommended your work include at least one or two tables or graphs – used effectively to present information – not just for aesthetics. Graphs/figures need to be labeled appropriately and follow guidelines in Chapter 10.

Citations/Works cited page: MLA. (Cite everything that is not common knowledge) [MLAhandbook.org](http://MLAhandbook.org) and Appendix B of the text are good resources.

### PRESENTATION, follow guidelines in Chapter 11

Provide a printed copy of your presentation to me as you begin (or prior.)

- Limited to 20 minutes for presentation and Q&A.
- Dress appropriately – business professional.
- Have a backup plan in case of technology failure/problems. (Always have a printed copy for yourself just in case.)
- Carefully plan the presentation for the primary audience (classmates), also considering any secondary audience.
- Content should be organized effectively (follow Ch. 11 guidelines.)
- Limited use of animations. Keep it professional.
- Coordinate your teamwork and transitions from one member to the next.
- PRACTICE! PRACTICE! Timing is very important.
- Plan for Q&A and allow time for it. (If your research did not include that aspect or question, don't hesitate to say so.) It's fine to end a few minutes early to allow Q&A time.