Memo

To: All Technical Communication Students

From: Technical Communication Instructors

Date: February 3, 2017

Re: Instructions for the Problem Search Project

This memo explains how you should complete the Problem Search Project.

Context

You are in the initial stages of selecting a problem/opportunity to address for your proposal project. Thus far, we have compiled a list of potential problems/opportunities that your group might consider However, not all the items on the list will be equally good choices for your project. Some may require specific expertise no one in your group has; some might not be logistically possible because of campus restrictions or may already be happening on campus, and some may be too difficult to prove as necessary or beneficial.

Your goal with this project is to determine which of the suggestions on the list are (1) reasonably researchable, (2) reasonably implementable and (3) reasonably necessary/beneficial.

The Tasks

Task 1: Research

Your group will select 2 of the suggestions from the class-generated list. Each group must have 2 unique suggestions so that 8 total suggestions are analyzed.

Your analysis of these two problems/opportunities will require you to do some research to determine the following:

1. What tangible evidence (observations, school policies, existing programs, etc.) is there that this problem/need exists on campus?
2. What specific group of people will be positively impacted by addressing this problem/opportunity?
   a. Students is not a specific enough group. You need to determine which students—athletes, non-athletes, engineering students, commuter students, female students, international students, etc.—are going to benefit.
3. What people, offices, clubs, programs, etc. on campus or in the Angola community might need to be involved in implementing a solution to this problem?
   a. What one person should a group doing this project absolutely talk to? Why?
   b. Does this person believe this problem/opportunity exists? Why or why not?
   c. What solution(s) does this person recommend?

4. What constraints (limitations/road blocks) might a group face if they choose this problem?
Your research process MUST include interviewing—in person or by email—at least 1 of the people you identify when answering Question 3. You must have answers for questions 3b, 3c and 4 from this person.

<mark>Quotes from the interview answers should be included in your final report as evidence of completing the interview and notes or a copy of the email exchange must be included with your report when you submit it.</mark> Failure to include evidence of an interview will result in a grade of no more than 65%.

Task 2: Report
You will then draft **one, well-organized and designed recommendation report** as a group that is structured as follows:

Introduction
1. Briefly identify each problem and who the problem affects.
2. Describe the structure of the report that follows (i.e. This report details the evidence of both problems and recommends…)

Problem Descriptions (1 full paragraph for each problem/opportunity)
1. What and how much evidence there is for the problem
2. The group of people that specifically could benefit from having this problem/need addressed
3. The most important person for a group considering this opportunity/problem to speak to Why?
   a. This section should include the person's job title.

Recommendation
Your report should conclude with a recommendation that states clearly which of the two suggested problems/opportunities would be more productive to pursue for a successful proposal project. If both projects are plausible, you should recommend which is more likely to be productive and why. If neither project is plausible, you should indicate why a group should not pursue either project.
1. The recommendation must indicate why you've selected a particular problem/opportunity as the better option for a group to pursue for this project
2. The recommendation must include specific evidence, such as valid and abundant evidence that the problem exists, a large group of people who will benefit, and potential constraints, to support the recommendation you make.

Due Dates and Submission Notes
- A single document, using headings and design principles, is due to Moodle at the beginning of class on **Friday, February 10** as indicated on the syllabus and on Moodle.

Be advised that this document will be shared with all of your classmates on Moodle to help them make their decisions about what projects to pursue.