

Implementing Job Rotation at My Company

COURSE COMPLETION PLAN

[Student Name]

Concordia University, St Paul

Business Capstone, BUS 495

Professor [Name]

[Date]

Goals:

-The goal of the project is to increase retention by improving the way My Company trains employees.

-Increase employee satisfaction

Expected Outcomes: Smoother running of operations, happier workers, happier customers, less turnover, more accurate transactions.

Steps Towards Completion:

- 1) Review all current work and correct as needed by March 18th, 2018
- 2) Meet with Professor on March 20th, 2018
- 3) Executive Summary done by March 25th, 2018
 - Describe the project, the problem, research findings, recommendation, and verify correct formatting.
- 4) Complete Annotated Bibliography (research) by April 8st, 2018
 - Go over current sources, find any new sources, describe them, and cite them.
- 5) Complete Appendices by April 8th, 2018
 - Describe interview questions, surveys, data, charts. Make sure to make valuable charts to the topic.
- 6) Reflection and proof read thoroughly by April 15th, 2018
- 7) Complete Presentation by April 27th, 2018
 - Work on the PowerPoint. Ensure it is clear, organized, and informational. Make sure to include all aspects of the project. It will be 10-12 slides being no longer than 10mins.

- Record audio over the PowerPoint to explain each slide.