

IE299 Summer Training – Report Guidelines

A report should contain four parts.

Part 1. Fill out the Company Identity Card

Part 2. Write a report of maximum 10 pages about the company and the production system that emphasizes the items listed below. This report should be a self-contained report in a continuous text format.

- About the Company
 - General Information
 - Ownership
 - Sector
 - Products
 - Production Capacity
 - Sales volume
 - Market shares and competitors
 - Suppliers and customers (domestic and/or international)
 - Organization
 - Organization Chart
 - Organizational Analysis (Division of responsibilities, Hierarchies established: mechanic or organic structure)
 - Roles of Industrial Engineers in the organization
- Production System
 - Describe the production system by preparing a chart that shows the relations between the major components (marketing, manufacturing, finance, purchasing, sales, etc.)
 - Describe the manufacturing system by preparing a chart that shows the relations between the major manufacturing processes.
 - Classify the manufacturing system by briefly explaining its different aspects (including discrete or continuous manufacturing; type of layout; ETO, ATO, MTO, or MTS; level of mechanization and automation; etc.). Provide a blueprint if possible or your own sketch of the layout.
 - Productivity
 - Prepare a process or a flow chart for one of the major product or subassembly. Specify productive and non-productive elements of this process and the elaborate on its performance.

Part 3. Analyze an activity that you are interested in and write a free form essay of maximum 5 pages that describes this activity in details. To support your analysis, provide and interpret necessary data to generate relevant performance measure(s). An activity can be a manufacturing process, an operation, information flow, a decision-making process, etc.

Part 4. Describe your observations of the Diversity, Equity, and Inclusion (DEI) practices you have faced during the Summer Training:

- How diverse was the worker profile in the workplace? Consider many aspects such as age, gender, race, nationality, religion, language, physical and mental ability, sexual orientation, etc.
- Was equity prioritized? Specify if fair access, opportunity, and advancement for all individuals were prioritized.
- Describe if it was an inclusive workplace.