

IE399 Summer Training – Report Guidelines

A report should contain five parts.

Part 1: Fill out the Company Information table.

Part 2: Write a report of maximum 3 pages that explains the production (manufacturing or service) system from an IE perspective.

Part 3: Write a report of maximum 10 pages. In this report, analyze the system to detect an area that requires improvement. Define a legitimate industrial engineering and/or operations research problem. Analyze this problem by supporting with relevant data. Develop a model that can be used to solve the problem to optimize the specified performance measure(s). During this process, conduct a literature survey to search for alternative modeling and solution approaches that can be adopted for your problem.

Part 4: If you have worked in a group in the process of "Problem Definition", "Problem Analysis" and "Model Development" phases of Part 3, specify the following in 1 page:

- (1) Who were in the group? Give names, and positions in the firm. Specify if they are industrial engineers.
- (2) Describe the contribution of each person in the group to the work you have described.
- (3) Describe your role in the group. Specify the tasks you have carried out.

If you have not worked in a group, write a report on what could have been different in your work if you had worked in a group.

Part 5: Describe your observations of the DEI practices you have faced during the Summer Training:

- (1) 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.
- (2) Was equity prioritized? Specify if fair access, opportunity, and advancement for all individuals were prioritized.
- (3) Describe if it was an inclusive workplace.