

# MEMORANDUM

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**Subject: Road King Trucks: Project Deliverables**

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Here is what I expect for your individual projects:

1. A report broken down into the following sections:
  - Summary results and recommendations—up front, concise, and to the point.
  - Answers to the 6 questions asked—devote a paragraph to each, with individual headings
  - Attached exhibits which are **readable** and **understandable** (I suggest using Calibri font in 11 pitch for the spreadsheet(s), because it is plain and easy to read)
    - Spreadsheet printout(s) showing your derivation of
      - Operating Cash Flows
      - Incremental Cash Flows, including investment and salvage
      - Warranty costs
      - WACC
      - NPV and IRR
    - Any other supporting exhibits you feel are relevant
  - A CD containing your spreadsheet file, including all supporting elements. I want to get a sense of how well you used the power of the Excel program to make your calculations.
2. A simple typed report is adequate. I do not need fancy graphics or covers.
  - Use 12 pitch, Times Roman font for the body of the report.
  - Single spacing is preferred, and will allow you more than enough space to complete your report in less than 5 pages.
  - You should refer back to your exhibits for data or calculations, keeping them out of the main body of the report.
  - Make sure your team members are listed on a cover sheet, as well as the project title and the date. The cover page does not count against the 5 page limit.
  - I am a stickler for grammar, punctuation, and spelling (GPS). Proof read your document well. Remember, you are selling your recommendations on this project to the CEO, so presentation is very important. GPS is worth 10% of the report grade.