

## **MEMORANDUM**

**To:** Richard Chen, Team Undefined Member  
**From:** Aleem Tariq, Team Undefined Member  
**Date:** Dec 9, 2020  
**Subject:** Peer Review of Formal Report

Thank you for completing the 'Proposal for improving work-life balance in PwC Canada's Audit Service Line' formal report in a timely manner. Enclosed below is feedback which may prove useful in the final draft of the report.

### **First Impressions**

The report is excellently organized, and partitioned into sections which all adequately drive their point across. There is also a prolific use of figures, each of which are easy to read and understand.

### **Introduction**

The introduction is concise, and directly informs the reader of the nature of the report. However, it would help to include a slight expansion as to how work obligations can impact personal life commitments. A sentence or two explaining this phenomenon in general, as well as a reference, would make the assertion more impactful.

### **Overview of Problem and Purpose of Report**

Excellent description of the problem indicates to the reader the focus of the report, that is to address the problem, in a short manner. It may help to improve clarity in terms of addressing what can be done to improve the current initiatives offered.

- **Before:** While these initiatives are helpful, improving employee awareness and accessibility of these initiatives while managing any stigmas associated with accessing them would maximize the initiative's effectiveness
- **After:** Although helpful, the initiatives at present are insufficient in addressing the personal life-work balance. However, improving employee awareness, accessibility of available initiatives, and reducing stigma, will maximize their effectiveness.

The Purpose of study is very clearly addressed; adding references that validate the assertions made, such as "These benefits include increased satisfaction with..." will go a long way towards making these statements more impactful.

### **Scope and Methods**

The scope section outlines interesting questions that will sufficiently address the problem domain of the proposal. The methods clearly outline the means the author will take to answer the questions previously stated; surveys and interviews.

## Data Summary

The data section makes extensive use of figures to convey the main point across, would be helpful to put some space between the descriptions of the figures and the text; the reader would have an easier time reading the text. Excellent separation of data summary into distinct topics; interview and survey results. The interview results are communicated in an excellent and professional manner.

## Summary of Findings

Main finding, that work-life balance ought to be improved, is stated at the top. The reader is reminded of the proposed measures to improve work-life balance, and how employees feel about these. The reader is reminded that employees, through surveys and interviews, generally agree with the recommendations. This offers an excellent transition into the recommendations section.

## Recommendations

Excellent division; recommendations are provided, as well as expected result of recommendations. The recommendations provided are reasonable, and something that could be realistically implemented, or at least proposed to a senior manager in charge of making such changes. The reader is reminded that such recommendations are supported by outstanding evidence. The expected results of such recommendations are discussed in detail, however, would be beneficial to cite sources for additional claims, such as the impact of the pandemic on productivity; A reference to earlier figures may be helpful for some of the claims made here, such as “Employees enjoy working from home, which increases their satisfaction with respect to work-life balance.”

## Works Cited

This section will be needed for the formal report, but overall, no issues for not having it currently present.

## Grammar

No outstanding issues.

## Concluding Comments

The report makes a compelling case for why PwC should consider additional measures to address the work-life balance problem. If there have any questions regarding the feedback provided, feel free to contact me at [aleemtariq19@gmail.com](mailto:aleemtariq19@gmail.com).

Richard Chen's Draft Report: <http://blogs.ubc.ca/engl301-99a-2020wa/files/2020/12/ENGL301-Chen-Richard-Formal-Report-Draft.docx>