

To: Dr. Erika Paterson
From: Taylor Smith, English 301 99C Student
Date: March 4, 2019
Subject: English 301 Progress Report for Formal Report

As outlined in our course syllabus, the following requirement is my official Progress Report on my project concerning the management of food waste at Milestones Bar and Grill. Following the Progress Report you will find two PDF file attachments containing the intended interview questions and survey sheet that will be posted at Milestones Bar and Grill.

Intended Audience

This report is meant for the upper management team at Milestones Bar and Grill. Recipients of this report will be General Manager Kirsty Labeck, Assistant General Manager Connor Sheary, and Regional Manager Chad Pollock.

Purpose of Report

The purpose of this report is to suggest a plan that utilizes the amount of wasted product within Milestones Bar and Grill. Furthermore, this report argues that it would be in Milestones' best interest to invest their time in charity organizations like soup kitchens, by using near expired product to make various meals that could be provided to those in need.

Significance of Report

Being a part of charity organizations, especially one's that revolve around feeding hungry individuals in our community, is important when running a business. This kind of engagement showcases a company's compassion for the community it is a part of. Giving back to our community will not only help others in need, but will also reflect kindly on Milestones.

Research Plan and Writing Schedule

February 25 to March 3:

- Research Milestones yearly averages concerning food waste.
- Organize interview times with Kirsty Labeck (GM), Connor Sheary (Assistant GM), Chad Pollock (Regional Manager), Robin Marley (Chef), and James Thompson (Sous Chef).
- Post survey questions for front of house and back of house to complete anonymously about the level of food waste they see on a daily basis.

March 4 to March 10:

- Conduct interviews.
- Analyse survey results.
- Review interview results
- Conduct secondary research

March 15: Draft of Formal Report due

March 17: Peer Review of Draft due

March 18 to April 8:

- Revise Formal Report following Peer Review, making sure to take into consideration the comments and suggestions made by my peer reviewer.
- Do any added research necessary to support your report.

April 10: Formal Report due

Thank you for your time, and I thank you in advance for any suggestions you might have pertaining to my Formal Report. Looking forward to hearing from you at your earliest convenience.

Best,
Taylor Smith

Survey Questions PDF:
Interview Questions PDF: