Business Report Assignment

Wells Fargo Bank has asked you to prepare a report and an oral presentation to help it develop policies for using electronic media (e-mail, instant messaging, texting, and social networking) for its employees. As a management information systems or human resources consultant (your choice), you know how dangerous it is for an organization to operate without such policies.

In a report of 2500 words (10 pages), complete the following:

- Use your imagination in establishing—and providing a written explanation of—the problem of using electronic media for communication at Wells Fargo. (200 words)

- Explain why precise policies are vital. (200 words)

- Indicate how you will solve the problem by involving key employees, technical experts, lawyers, and management, to formulate specific policies for Wells Fargo. You must include at least four policies. (1500 words)

- Develop a proposal, identify your staff, and submit a budget for your consulting company to establish these policies for Wells Fargo. (600 words)

Your report must include the following:

1. Title page (1 page)
2. Letter of transmittal (1 page)
3. Table of contents (1 page)
4. Executive summary (1 page)
5. Body of report (5 pages)
6. Works cited (1 page)

Your business report presentation will be your oral presentation of this report. Remember to review the sample report in Seaport to see the format.

DO NOT copy the policies taken directly from the Wells Fargo website or its affiliates. Most of them are irrelevant to this assignment, and I will be checking.