

MEMO

TO: Dr. Sonja L Andrus
FROM: Jerry Brown
DATE: February 16, 2020
SUBJECT: PLP Proposal

For my PLP I intend to write several sample documents that will closely approximate the types of writing I might do as a sub-section manager in the engineering department at GE Aviation. I've chosen this particular position because I intend to be promoted up into this role within the next five years.

The types of writing examples I will create include:

Emails - I will write several emails in my role as a sub-section manager. I will write informal emails to upper management informing them of daily project progress and to my subordinates requesting updates from them on the work they are doing. I will also send emails to other division heads inquiring as to how my team could help them as well as email trying to procure resources for my team such as help from IT. For drafting these emails I will allot one week for each, four weeks in total.

Progress Reports - I will need to create more formal progress reports to present to upper management in section level meetings. These reports will include project descriptions, photos of part models, employee assignment charts, and project status. These reports are typically presented in a PowerPoint format and for this reason my example report will also be presented in PowerPoint. Crafting this report will take roughly two weeks.

Employee Evaluation - As a sub-section manager I will be responsible for evaluating my employees on a yearly basis and creating a report to submit to Human Resources that will be placed in the employees permanent file. Drafting a sample report will take, approximately, two weeks.

Quarterly Status Updates - In my role as a sub-section manager I will be expected to bring my entire team together to give a progress report for how our team is performing. I will inform them of project updates, future work that will be coming our way, and company procedure updates. I will pass down to them any new directives from upper management and HR and I will acknowledge individual accomplishments and employee anniversaries. This quarterly update takes place in an hour-long meeting and is usually presented through PowerPoint and with videos and photos. Due to the length and complexity of this report, I'm allotting three weeks to create my sample report.

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This assortment of material should provide me a close approximation of the writing requirements I will be responsible for as a sub-section manager. Also, I believe that the schedule I've laid out will give me enough time to properly reproduce each writing type and will carry me through to the end of the Spring term.