

Progress on flextime analytical formal report

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Progress on Flextime Analytical Formal Report

The memo gives a description of the progress made in the BEIT 336 analytical formal report. The research in question focuses on whether implementing flextime yields the capacity to enhance employees' morale and productivity while reducing turnover and absenteeism. This memo therefore, discusses the progress I have achieved thus far, the work completed at this stage, as well as, the amount of work to be completed in the near future.

Works Completed

So far I have managed to formulate the problem statement, the research questions and objectives of the research. I have also managed to research extensively on the work life balance preferences of the employees. For instance, I have managed to profile different workers regarding their value and work life balance. I have also made sure to collect enough data on employees' performance. The data has assisted in determining the correlation between the workers' performance and their schedules. Further, the data, which includes productivity results and tardiness occurrences, among other employee performance outcome measures, has aided in identification of weaknesses that I intend to address under the recommendation section towards project completion. I have also identified probable limitations of the report in order to have mitigation measures put in place. Since April 1, 2014, I have been able to complete data organization and developed an outline to answer the problem statement. This has been possible due to data organization. By using the index card method of data organization, ample materials have been attained that will assist me in making the necessary analysis and conclusion.

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I am having problems compiling the necessary materials especially in determining if flextime has been successfully utilized in other organizations. This is because; there are no records or results that clearly show implementation and execution of flextime in other organization. Additionally, it is hard to determine the challenges faced while implementing flextime in the manufacturing industry. This has derailed the research process. I also have problems with financing especially for the actual research process and data collection. In order to collect enough data, I have to travel to different places to gather data. Additionally, I also lack time because I am working on other school projects which are extremely engaging and time consuming. Overall in the actual writing, I have been able to make progress and almost 50% is complete. This includes formulating research questions, objectives and compilation of data relevant to the analytical research involved.

Work to be completed

I have not yet interpreted the collected data on employees' performance in relation flextime. Additionally, some of the qualitative data need the uses of data analysis tools like SPSS which am not familiar with. Therefore, for success completion of the research I have to learn using these tools which takes time. Additionally, I have not also been able to summarize the facts of the data and to come up with the conclusion of how flextime improves employees' productivity. This compared to the organizations current scheduling program and its impact on productivity has been hard to compile. This has made it hard for me to develop appropriate recommendations concerning flextime and its effect on employees' performance.

Schedule

Project Undertakings

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Starting Date

Date of Completion

Problem Statement

1st March 2014

1st April 2014

Identifying Scope

2nd April 2014

30th April 2014

Limitations

1st May 2014

14th May 2014

Gathering Data

15th May 2014

19th June 2014

Organizing Data

N/A

N/A

Interpreting data

N/A

N/A

Summarizing facts

N/A

N/A

Drawing conclusions

N/A

N/A

Developing Recommendations

N/A

N/A

This memo provides a comprehensive update on the progress I have made in my research, current status and factors that I am yet to address in regard to flextime's role in improving employees' performance. As stated, I am currently on schedule to complete the report within the stipulated time frame by the original set deadline of December 1, 2014.