

BSIS 496 Assignment Top Five Issues Memo

Assume that you have just taken a job with one of the top consulting firms. Your managing director has asked you to conduct this research and prepare a document that **summarizes** what you believe (based on research) to be the current **top five IT-related issues** in today's business.

Document Content: The document should contain a/an:

- Introductory paragraph that describes what you've done (and how), including an explanation of your research process and the logic you used to construct the list (including how the items are sorted). It should also describe the target organization size (e.g., SME, large, all), organization type (e.g., for-profit, not-for-profit, government, all) and sector (if applicable).
- List that includes (for each issue): issue name, brief description of the issue and why it is important
- References section that includes all sources you used (cited, if needed, in your document)

NOTE: Research does not mean reading ONE source and using its top issues list. Read several sources and reach your own conclusions. I expect a minimum of 5 references.

Grading Information: The instructor will evaluate the final document based on its content and quality of writing.

Format Information: Adhere to the following format guidelines in writing your document.

- Incorporate APA style for references and citations (Use Microsoft Word's built-in citation and bibliography feature)
- Style guides suggest the use of bullet lists in memos.
- Choose a format for your document that enhances its readability and professional appearance.
- This assignment should be between 1000 and 1500 words in length using a 12-point font and 1.5 line spacing.