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## CASE-STUDY REPORT / PRACTICAL EXERCISE REPORT

x (12345), Y (67890), Z (76543)

Shift number: 1, 2 or 3

Group number: ?

### 1 Abstract

The abstract should provide a complete but concise description of your work. It should be around 100 words. The following information should be included in the abstract: motivation, problem statement, approach/methodology, main results and main conclusions.

You are encouraged to seek inspiration for your work and guidance in the structuring of the document from research papers, as this will also prepare you for your dissertation work. Feel free to use references from the literature using any search engine you wish (e.g. Google Scholar, Web of Knowledge). However, make sure the research papers you cite or base your work on are published in top journals, as this is generally a good indicator of the quality of the work. You can use SCIMAGO to understand which journals are considered top journals within each subject area (these are ranked as Q1 journals). In the context of this course you can consider the following *Subject Areas*:

- Strategy and Management
- Management Science and Operations Research
- Industrial and Manufacturing Engineering

### 2 Introduction

The introduction should include:

- a motivation for the work presented;
- the descriptive generic problem definition;
- the structure of the report (description of the report sections and its contents).

### 3 Case-study presentation/Methodology

In the case of a case-study report you should use this section to characterize the case-study and the supply chain being analyzed.

In the case of a practical exercise report you should use this section to describe the applied methodology. The mathematical formulation of the problem (if applicable) should appear in this section.

## 4 Discussion/Results and discussion

In the case of a case-study report you should (when possible):

1. Characterize the case-study and the supply chain being analyzed;
2. Present the problem faced by the company;
3. Critically analyze how the company has addressed the problem;
4. Correlate your analysis with the theoretical concepts from the SCM course;
5. Present some recommendations that could be followed by the company in order to eliminate the problem or further improve its performance.

In the case of a practical exercise report you should:

1. Present the obtained results using appropriate figures and tables (when possible), with adequate subtitles;
2. Critically discuss the obtained results.

## 5 Conclusions

In this section you should draw conclusions and present future work directions.

## References

Please base your references on the examples below. The reference section must be complete, meaning that any reference on the text as to be listed on the reference list and any reference on the reference list must be referred on the text.

Below is a sample reference list with entries for journal articles [1], a book [2], as well as a URL [3].

1. Smith, T.F., Waterman, M.S.: Identification of Common Molecular Subsequences. *J. Mol. Biol.* 147, 195--197 (1981);
2. Foster, I., Kesselman, C.: *The Grid: Blueprint for a New Computing Infrastructure*. Morgan Kaufmann, San Francisco (1999);
3. National Center for Biotechnology Information, <http://www.ncbi.nlm.nih.gov>, consulted on the 12/01/2011.

### **ADDITIONAL INFORMATION:**

In the case of a case-study report, a maximum of 2 pages is allowed. You can also deliver a report made on Power Point, with a maximum of 5 slides. The following structure is proposed:

- Abstract
- Introduction
- Case-study characterization
- Discussion
- Conclusions

In the case of a practical exercise report a maximum of 5 pages is allowed. The following structure is proposed:

- Abstract
- Introduction
- Methodology
- Results and discussion
- Conclusions

The overall grade of each report will be obtained as follows:

- Abstract – 10%
- Introduction – 15%
- Case-study characterization/Methodology – 15%
- Discussion/Results and discussion – 40%
- Conclusions – 10%
- Extra for added-value – 10%

Each section will be evaluated taking into account:

- Scientific/technical rigor;
- The clarity and quality of the writing;
- Added-value;
- Structure and presentation (including that of tables and figures).

The following penalties will be applied:

- More than the maximum number of pages: -10%
- Not using the template: -10%
- Portuguese report: -10%

### **Submission:**

- Please use the Fenix System to submit the report. No exceptions will be made to submit the report later than the closing hour or by email.

### **Case-study presentation and discussion (in class):**

During the class the students should be prepared to present the topics 1 to 4:

1. Present the problem faced by the company;
2. Critically analyze how the company has addressed the problem;
3. Correlate your analysis with the theoretical concepts from the SCM course;
4. Present some recommendations that could be followed by the company in order to eliminate the problem or further improve its performance.

The students should use PowerPoint slides for support. The presentation has a maximum duration of 5 minutes (no tolerance will be given due to time constraints). After the presentation, there should be a 5 minutes discussion, where you should answer the questions of your colleagues and professors.