

**IBH2AD3  
Statistical Data Analysis  
Winter 2024 Course Outline**

**Operations Management Area  
DeGroot School of Business  
McMaster University**

---

***INSTRUCTOR AND CONTACT INFORMATION***

---

**Lecture:** Fridays, 8:30am – 11:20am

**Dr. Berk Gorgulu**

Instructor

[gorgulub@mcmaster.ca](mailto:gorgulub@mcmaster.ca)

Office: DSB 411

Office Hours: Friday (2:30pm – 3:30pm) or by appointment

**Tutorial:** Wednesdays 12:30pm – 1:20pm

**Zahra Mashayekhi**

TA

[mashayz@mcmaster.ca](mailto:mashayz@mcmaster.ca)

**Course sites:**

- **Avenue to Learn:** <https://avenue.mcmaster.ca/>

Please select IBH 2AD3: Statistical Data Analysis

- **Connect McGraw-Hill:** <https://connect.mheducation.com>
- **TopHat:** <https://app.tophat.com/e/810423>

---

***COURSE ELEMENTS***

---

Credit Value:	3	Leadership:	Yes	IT skills:	Yes	Global view:	Yes
A2L:	Yes	Ethics:	Yes	Numeracy:	Yes	Written skills:	Yes
Participation:	Yes	Innovation:	No	Group work:	Yes	Oral skills:	Yes
Evidence-based:	Yes	Experiential:	Yes	Final Exam:	No	Guest speaker(s):	No

---

## ***COURSE DESCRIPTION***

---

Statistics is an indispensable tool for modern management practice. This course delves into the application of statistical techniques and modelling for business decision-making. The course aims to build a deep understanding of the analysis and interpretation of statistical methods through applying the concepts of statistical inference to real decision-making problems. The statistical techniques covered in this course not only provide very useful tools that can be applied to a variety of business problems, but most importantly, they equip the students with the critical skills required to assess the validity, significance, and interpretation of many of the reports that they deal with in their education and career.

This course covers many different aspects of business statistics that are commonly used in everyday data analysis. The focus will be on concepts from descriptive, diagnostic and predictive analytics to address problems from different disciplines of business and humanities. Students learn about many different concepts in business statistics including data and data types, visualizing and summarizing quantitative and qualitative data, defining and measuring the center and dispersion of data, fundamental probability concepts and probability distributions, random variables and their characteristics, sampling from population and sampling distributions, analysis of confidence intervals for population parameters, fundamental hypothesis testing methods, regressions and making inference based on regression results, etc.

We illustrate the practical applications of statistical analysis in business through many practical examples. Emphasis is placed on connecting theory to real-world problems from different business disciplines. For this purpose, the use of computer software becomes an essential component of the course. Microsoft Excel is one of the most commonly used data analysis and data science software in the industry as well as academia. In this course, Excel is employed to provide hands-on experience in applying such techniques for solving a variety of practical problems.

---

## ***COURSE LEARNING OUTCOMES***

---

This course focuses on converting data into information, with basic statistical methods and further yet - into managerial insights. Even though the primary emphasis is on business-related data, data coming from other sources (e.g., economic, social, etc.) is also explored, analyzed, and discussed.

Upon completion of the course, students will achieve the following objectives:

- Develop a comprehensive understanding of sampling distributions, with a specific focus on comparing population mean and variance.
- Develop an understanding of the nature of statistical relationships between variables.
- Conduct regression analysis, including both simple linear regression, and multiple linear regression.
- Demonstrate the ability to identify and navigate common pitfalls associated with regression analysis.

- Acquire proficiency in the selection of appropriate regression models for predictions.
- Cultivate the skills to critically read and comprehend regression models presented in business and financial research papers, fostering a deeper understanding of their implications.
- Enhance familiarity with the execution of statistical tests and models using Microsoft Excel, empowering students to apply theoretical concepts in a practical, real-world context.

---

## ***REQUIRED MATERIALS AND TEXTS***

---

**Required Textbook:** Business Statistics: Communicating with Numbers; 4th Edition by Sanjiv Jaggia and Alison Kelly (e-text)

**Top Hat Platform:** We will be using the Top Hat ([www.tophat.com](http://www.tophat.com)) classroom response system in class for enhanced learning experience. You will be able to submit answers to in-class questions using Apple or Android smartphones and tablets, laptops, or through text message. You can visit the Top Hat Overview (<https://support.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide>) within the Top Hat Success Center which outlines how you will register for a Top Hat account, as well as providing a brief overview to get you up and running on the system. An email invitation will be sent to you by email, but if don't receive this email, you can register by simply visiting our course website: <https://app.tophat.com/e/810423>.

**Note: Course Join Code is 810423**

Should you require assistance with Top Hat at any time, due to the fact that they require specific user information to troubleshoot these issues, please contact their support team directly by way of email ([support@tophat.com](mailto:support@tophat.com)), the in-app support button, or by calling 1-888-663-5491.

**Connect & Avenue to Learn:** In this course, we will be using McGraw Hill Connect online portal (<https://connect.mheducation.com/>) and McMaster's Avenue to Learn (<http://avenue.mcmaster.ca>).

---

## ***CLASS FORMAT***

---

**Lectures (In-Person):** This is an in-person 3-hour course. The three hours will consist of lengthier discussions of the topics, problem-solving and applied exercises (not necessarily always in this order).

**Tutorials (In-Person):** One hour of tutorial session. The session will consist of problem-solving and Excel tutorials.

---

## ***COURSE EVALUATION***

---

GRADE COMPONENT	WEIGHT	DESCRIPTION
<b>Class Participation</b>	<b>5%</b>	Participation questions using both TopHat and verbally. In-class discussions and events (games) based on the course contents.
<b>In-Class Quizzes</b>	<b>10%</b>	10 Quizzes; best 8 will be used
<b>Assignments</b>	<b>25%</b>	6 Assignments; best 5 will be used
<b>Midterm Exam</b>	<b>25%</b>	
<b>Team Consulting Group Project</b>	<b>30%</b>	20% Project report 10% Presentation

---

## ***COURSE DELIVERABLES***

---

### ***Class Participation (5%, individual work)***

The lectures are aimed to be interactive. Participation questions are to be asked during lectures both verbally and through TopHat. Additionally, there will be occasional in-class discussions and events (games) based on the course contents.

### ***In-Class Quizzes (10%, individual work)***

Quizzes are extensions of the classroom lectures and discussion. Quizzes will be given typically in the beginning of the lectures to solidify the students' understanding of material covered in the previous class. They take on average 10-15 minutes, and will be conducted before new material is introduced.

### ***Homework Assignments (25%, individual work)***

The Homework Assignments are carefully designed to help students keep up with the course material and prepare them for the midterm exam. There will be 6 assignments; dates are posted below under the Course Outline section. The Homework Assignments are hosted by the McGraw Hill Connect platform. Connect is accessible through Avenue. You will need to log in to Avenue to Learn to see the assignments on the course webpage. The assignments will be submitted online and automatically graded. You will receive their results immediately after submitting your assignments. **The lowest mark out of the 6 assignments will be dropped.**

Homework Assignments will strictly be due on the scheduled date and time. Please note that each homework assignment is estimated to take around 1-2 hours. Please allow for sufficient time to start and finish the homework assignment on time. Assignments will be opened after that week's Lecture one week prior to the due date.

### ***Midterm Exam (25%, individual work)***

The Midterm Exam can have quantitative analysis, short answer, True/False and multiple-choice questions.

### ***Team Consulting Group Project (30% in total, group work)***

The Team consulting project is a hands-on exercise with the goal of enhancing students' understanding of real business issues and challenges. As the integrative project for all of your IBH courses this semester (i.e., IBH 2AB3, IBH 2AC3, IBH 2AD3, IBH 2BA3), the project will give you an opportunity to consider how the concepts and techniques discussed in the program apply to real business challenges and opportunities.

A team of individuals (6) will take on the role of a consulting engagement team for a publicly-traded Canadian company. Please remember that a **team** is a small number of people with **complementary skills** who are committed to a common purpose and high performance for which they hold themselves **accountable**. (Please **view** the teamwork exhibited by [Geese in flight!](#)).

**Teams will be formed by IBH program Director's office and communicated to the panel of instructors**([nainar@mcmaster.ca](mailto:nainar@mcmaster.ca);[nassia2@mcmaster.ca](mailto:nassia2@mcmaster.ca);[wagnernm@mcmaster.ca](mailto:wagnernm@mcmaster.ca);[gorgulub@mcmaster.ca](mailto:gorgulub@mcmaster.ca)). **Once the IBH program Director's office makes known the student groups, Each team will select a Group Coordinator who will liaise with the Professor (s). After the teams are formed, each team will be assigned a primary faculty adviser, who will be the first point of contact for the team on the project.**

Deliverables for this project will include a written report and a class presentation, which should be prepared as though you are a consulting engagement team presenting recommendations to the organization's board of directors. In other words, you get to pretend (dry-run) to be a *Management Consultant*. **The project is worth 30% of the final grade in each of your 4 IBH courses this semester.**

### General Instructions

The team is required to select a company; investigate publicly available information about that company to develop an understanding of its challenges and opportunities; and develop a series of recommendations that would enable the company to effectively respond to one or more of these challenges and opportunities. The recommendations you make must be based on research and analysis and must consider and address multiple dimensions of the business, including accounting, information system principles, statistical data analysis, human resources processes, ethical and environmental considerations and other such business-related issues.

**Teams must submit a 1-page project update by 4 pm, March 1st, 2024 to the panel of instructors.** This update will not be marked and is more of a nudge to ensure that the project teams are well underway in their project work. Many of you will encounter this as time-sheets in your work environment upon graduation.

### Specific Instructions

Organizations can use a variety of strategic initiatives, programs, etc. to respond to challenges and opportunities in their environment. These initiatives and programs can relate to accounting, information system principles, ethics, environmental considerations, and human resources processes. Examples include customer loyalty programs, retail gift cards, corporate restructuring obligations, job redesign, air miles programs, product liability lawsuits, environmental liabilities, and employee benefit programs.

Choose the most relevant items for your company from amongst the examples above, or from other concepts covered in the program. Research your choices using, as appropriate, international and Canadian sources, and prepare recommendations in these areas for your organization.

**Note** - You are not to contact the organization or interview people for this project. You must use publicly available sources available through the library, internet, etc.

### Project Presentation

Each group must be ready to give a presentation of their report in class. The presenting group will have **20 minutes** maximum (and a minimum of 15 minutes) to present the highlights of its project. Please note that this is a group presentation, so one person cannot present but rather it has to be a group effort. Following the presentation, the rest of the class is expected to fully participate in the discussion of the highlights presented for a maximum of about **5 minutes**. All students are expected to attend all presentations. **Please provide a digital copy of your slides to the instructor panel at least one hour prior to the presentation. The presentation will be worth 10% of your final grade in the course.**

### Written Report

Effective communication – both oral and written – is an essential component of success in the business world. All assignments will be evaluated both in terms of their substantive content and their communication effectiveness.

The format of your written project report should be as follows:

- Table of Contents
- Executive Summary  
This is a free-standing summary of the total report. It should be written last and should not exceed one page.
- Introduction  
This may include brief history of the industry and company chosen and why they were chosen for study etc.
- Conception of Business Issue(s)
- Deeper dive into component issues in HR, IS, OR and MA.
  - eg. Talent management, Budgeting games, Financial Impact and Presentation

- Conclusion
  - This section will state the important findings etc.
- References
  - Ensure all references are cited in the body of the reported and vice-versa.
- Appendices

Overall, the body of the report excluding the table of contents, executive summary and appendices should **not exceed 10 double-spaced printed pages with font size not below 12 pitch.**

**The written project report is due no later than 4:00 p.m. on Wednesday, April 10th, 2024.**

### Evaluation

The written project report will be worth 20% of your final course grade. That mark will be assigned to each of the group members unless the instructor determines, based on feedback from team members, that there has not been equal participation and that the mark should not be assigned on an equal basis. For this purpose, you will be given an opportunity to make your confidential peer evaluation in writing. **Non-completion** of these peer evaluation forms will be understood as implying equal effort participation by individual group members.

Please note that you will be assigned a primary faculty adviser upon the submission of the information on the formation of the project group and title. Your primary faculty adviser should be the first point of contact if you have any questions about the project. Further, in the event of any possible group conflict etc., please signal this to your primary faculty adviser at the earliest.

Please feel free to ask your instructors or TAs for further guidance if any of the requirements are not clear. Because the project involves multiple domains of business – that correspond to the various 2nd year IBH courses you are taking – please be mindful to direct your questions to the instructor and/or TA that are most closely aligned with the subject matter of your question(s).

---

### ***LATE ASSIGNMENTS***

Late assignments will be penalized by 4% per hour except under extraordinary circumstances. Please discuss any extenuating situation with your instructor at the earliest possible opportunity.

---

### ***COMMUNICATION AND FEEDBACK***

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Area Administrative Assistants. All students must receive feedback

regarding their progress prior to the final date by which a student may cancel the course without failure by default.

- For Level 1 and Level 2 courses, this feedback must equal a minimum of 20% of the final grade.
- For Level 3 courses and above, this feedback must equal a minimum of 10% of the final grade.

Instructors may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

---

### ***REQUESTING RELIEF FOR MISSED ACADEMIC WORK***

---

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar [“Requests for Relief for Missed Academic Term Work”](#) and the link below;

<http://ug.degroote.mcmaster.ca/forms-and-resources/missed-course-work-policy/>

---

### ***COURSE MODIFICATION***

---

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.

---

### ***ACADEMIC INTEGRITY***

---

You are expected to exhibit honesty and use ethical behavior in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behavior can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university. For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](#).

The following illustrates only three forms of academic dishonesty:

- Plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained
- Improper collaboration in group work.
- Copying or using unauthorized aids in tests and examinations.



---

## ***AUTHENTICITY/PLAGIARISM DETECTION***

---

**Some courses may** use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. Avenue to Learn, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

**All submitted work is subject to normal verification that standards of academic integrity have been upheld** (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).

---

## ***GENERATIVE AI***

---

This course will be guided by McMaster University's ***Provisional Guidelines on AI*** use. (<https://provost.mcmaster.ca/office-of-the-provost-2/generative-artificial-intelligence/task-force-on-generative-ai-in-teaching-and-learning/provisional-guidelines-on-the-use-of-generative-ai-in-teaching-and-learning/>).

The course strongly encourages individual students (and groups) to undertake the **Honour Pledge** and list it after the title page of their report the following:

*"I (we) understand and believe the main purpose of McMaster and of a university to be the pursuit of knowledge and scholarship. This pursuit requires my (our) academic integrity; I (we) do not take credit that I (we) have not earned. I (we) believe that academic dishonesty, in whatever form, is ultimately destructive to the values of McMaster, and unfair to those students who pursue their studies honestly. I (we) pledge that I(we) completed this assessment following the guidelines of McMaster's academic integrity policy."*

---

## ***COURSES WITH AN ON-LINE ELEMENT***

---

**Some courses may** use on-line elements (e.g. e-mail, Avenue to Learn, LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

---

## **ONLINE PROCTORING**

---

**Some courses may** use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

---

## **CONDUCT EXPECTATIONS**

---

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

---

## **ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES**

---

Student Accessibility Services (SAS) offers various support services for students with disabilities. Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or [sas@mcmaster.ca](mailto:sas@mcmaster.ca) to make arrangements with a Program Coordinator. For further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](#) policy.

---

## **ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)**

---

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students should submit their request to their Faculty Office **normally within 10 working days** of the beginning of term in which they anticipate a need for accommodation or to the Registrar’s Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

---

### ***COPYRIGHT AND RECORDING***

---

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

---

### ***EXTREME CIRCUMSTANCES***

---

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, Avenue to Learn and/or McMaster email.

---

### ***RESEARCH USING HUMAN SUBJECTS***

---

All researchers conducting research that involves human participants, their records or their biological material are required to receive approval from one of McMaster's Research Ethics Boards before (a) they can recruit participants and (b) collect or access their data. Failure to comply with relevant policies is a research misconduct matter. Contact these boards for further information about your requirements and the application process.

McMaster Research Ethics Board (General board): <https://reo.mcmaster.ca/>

Hamilton Integrated Research Ethics Board (Medical board): <http://www.hireb.ca/>

---

### ***ACKNOWLEDGEMENT OF COURSE POLICIES***

---

Your enrolment in IBH 2AD3 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. **It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.**

Lack of awareness of the course policies **cannot be invoked** at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

**COURSE SCHEDULE**

**IBH 2AD3  
Statistical Data Analysis  
Winter 2024 Tentative Course Schedule**

<b>Week</b>	<b>Reading Materials</b>	<b>Deliverables</b>
<b>1</b> (Jan. 8 – Jan. 12)	<b>Chapter 1: Data and Data Preparation</b> <ul style="list-style-type: none"> <li>Required reading: 1.1 to 1.3 (inclusive).</li> </ul> <b>Chapter 2: Tabular and Graphical Methods</b> <ul style="list-style-type: none"> <li>Required reading: 2.1 to 2.4 (inclusive).</li> </ul> <b>Chapter 3: Numerical Descriptive Measures</b> <ul style="list-style-type: none"> <li>Required reading: 3.1, 3.2, 3.4, and 3.7.</li> </ul>	
<b>2</b> (Jan. 15 – Jan. 19)	<b>Chapter 4: Introduction to Probability</b> <ul style="list-style-type: none"> <li>Required reading: 4.1 to 4.5 (inclusive).</li> </ul> <b>Chapter 5: Discrete Probability Distributions</b> <ul style="list-style-type: none"> <li>Required reading: 5.1, 5.2, and 5.4.</li> </ul>	Assignment 1
<b>3</b> (Jan. 22 – Jan. 26)	<b>Chapter 6: Continuous Probability Distributions</b> <ul style="list-style-type: none"> <li>Required reading: 6.1, 6.2 and 3.6.</li> </ul>	Assignment 2
<b>4</b> (Jan. 29 – Feb. 2)	<b>Chapter 7: Sampling and Sampling Distributions</b> <ul style="list-style-type: none"> <li>Required reading: 7.1 to 7.3 (inclusive).</li> </ul>	Assignment 3
<b>5</b> (Feb. 5 – Feb. 9)	<b>Chapter 8: Interval Estimation</b> <ul style="list-style-type: none"> <li>Required reading: 8.1 to 8.4 (inclusive).</li> </ul>	Assignment 4
<b>6</b> (Feb. 12 – Feb. 16)	<b>Chapter 9: Hypothesis Testing</b> Required reading: 9.1 to 9.4 (inclusive).	Assignment 5
<b>7</b> (Feb. 19 – Feb. 23)	<b>MID-TERM RECESS</b>	
<b>8</b> (Feb. 26 – Mar. 1)	<b>Chapter 10: Statistical Inference Concerning Two Populations</b> Required reading: 10.1 to 10.3 (inclusive).	Group project update on March 1st at 4pm
<b>9</b> (Mar. 4 – Mar. 8)	<b>MIDTERM EXAM</b>	
<b>10</b> (Mar. 11 – Mar. 15)	<b>Chapter 14: Regression Analysis</b> <ul style="list-style-type: none"> <li>Required reading: 14.1 to 14.3 (inclusive)</li> </ul>	
<b>11</b> (Mar. 18 – Mar. 22)	<b>Chapter 15: Inference with Regression Models</b> <ul style="list-style-type: none"> <li>Required reading: 15.1 to 15.4 (inclusive)</li> </ul>	Assignment 6
<b>12</b> (Mar. 25 – Mar. 29)	<b>GROUP PROJECT PRESENTATIONS</b> (March 28 <sup>th</sup> at DSB505)	
<b>13</b> (Apr. 1 – Apr. 5)	<b>Chapter 16: Regression Models for Nonlinear Relationships</b> <ul style="list-style-type: none"> <li>Required reading: 16.1 and 16.2.</li> </ul> <b>Chapter 17: Regression Models with Dummy Variables</b> Required reading: 17.1 and 17.2.	Written group project report on April 10th at 4 pm

## **Term Project Update – One Pager (1-page MAX)**

**Format:** 1-pager, 12-point font, 1-inch margins, 1 line space, Word format.

Submit your group's detailed proposal for review by the course Instructors to ensure the project is not out of scope. The proposal should include some of the following components, but please do not use this as a checklist/table of contents...get creative:

1. Suitable Title – Should reflect the business
2. Business Goal:
  - Brief description of the company
  - Context where the data comes from if you are using data (sources)
  - Who is the stakeholder/client/Public Company
  - Recent trends/COVID impacts/Industry news
3. Brief description how you will incorporate content learned from all 4 courses into your project. Please clearly outline each course by including the course code while you describe what will be reviewed:
  - Class – IBH 2AB3
  - Class – IBH 2AC3
  - Class – IBH 2AD3
  - Class – IBH 2BA3
4. Implementation/Recommendations:
  - High-level/early thoughts/learnings on what you will be recommending/advising for your client
5. Backup:
  - Submit any bibliography/list of websites, data resources, etc.

Submission will be due via email to all 4 professors ([nainar@mcmaster.ca](mailto:nainar@mcmaster.ca); [nassia2@mcmaster.ca](mailto:nassia2@mcmaster.ca); [wagnernm@mcmaster.ca](mailto:wagnernm@mcmaster.ca); [gorgulub@mcmaster.ca](mailto:gorgulub@mcmaster.ca)) at the end of the week after reading week (i.e., **Friday, March 1st, by 4 PM**).

Please note that student groups do not get a grade for this one-pager. Professors will only reach out if there are issues or concerns with the scope outlined in the above details.

## PEER EVALUATION OF GROUP WORK

Write the names of all of the members of your group below, starting with your own.

Then, allocate a total of 100 points across all of the names that appear, in proportion to the contribution of each group member to the group effort. You may use the following points as a guideline to help you form your evaluation.

Consider whether the group member has:

1. demonstrated responsibility by attending and participating in all team meetings and keeping contact with members throughout the project;
2. demonstrated effective interpersonal skills by showing sensitivity to others' needs and feelings and helping others to become involved;
3. demonstrated effective leadership by assuming the initiative, setting goals and guidelines, leading discussions, working out problems, handling conflicts positively, and generally facilitating the task;
4. contributed significantly, in special ways, to completing the project by, for example, making a table, drawing a chart, or referencing outside material;
5. produced well-prepared individual assignments to all team members and completed an equitable share of work.

Group Member's Name

Points

---

---

---

---

---

---

---

---

---

---

---

---

---

---

100 Points

---

---