

MEMORANDUM

March 1, 2012

TO: Prof. Jie Wang

FROM: **Matt Barnes** *M.B.*

Mike Lowes *M.L.*

Harry Thomas *H.T.*

RE: WALGREENS PROJECT WORK PLAN

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Below is our team's work plan for the Walgreen Co. report. The plan will help ensure the completion of our report in a satisfactory manner.

**Statement of Problem**

Job applicants need to be informed about a company before they go to their interviews. Our goal is to help students become more familiar with Walgreen Co. so they can be better prepared for interviews with this company.

**Statement of Purpose**

The purpose of this report is to give students an overview of Walgreens and inform them of unique skills the company looks for in their applicants. We will compose a brief company history, examine financial reports and newsletters from Walgreens and other sources, and research the products and services Walgreens and its main competition offer. The report is significant for students as it will inform them on Walgreens' structure, company culture, and hiring practices, which should result in leaving a better impression with the interviewer.

### **Research Strategy (Sources and Methods of Data Collection)**

Our primary source of information will be from the financial statements and other documents provided by Walgreens in response to our information request letter. We will also gather information about the company's historical background, recent operations, financial well-being, company culture, and competitor data from other, mainly proprietary, sources.

### **Tentative Outline**

- 1) What is Walgreens?
  - i) How and why was the company founded and how has it changed over time?
  - ii) Who are the current main executives of the company and how have they affected the company?
  - iii) What products and services does Walgreens provide, specifically to whom and where?
- 2) How does Walgreens compare to its major competitors?
  - i) What type of strategy does Walgreens practice? How does this relate to comparable companies in the same market?
  - ii) What opportunities will Walgreens use in the near future? Where is the company headed?
  - iii) What changes have occurred in Walgreens' business environment recently and how has the company adapted to these changes? Have these changes affected Walgreens' financial well-being?
- 3) How is Walgreens' financial health?
  - i) What are the major sources of revenue for the company? How much outstanding debt does the company have? How does it finance its projects?
  - ii) How has Walgreens' stock performed over the past decade? How has the company performed in terms of dividend payment?
  - iii) How do analysts feel about the future of the company?
- 4) How does Walgreens affect its stakeholders, and who are they?
  - i) What kind of image does Walgreens attempt to create through charitable contributions and involvement with local communities?
  - ii) What industries does Walgreens depend on and what industries depend on it?
- 5) What is the work atmosphere like at Walgreens?
  - i) Which jobs are the most numerous at the company? How many employees does the company hire annually? What is their turnover ratio?

- ii) What type of corporate culture does the company attempt to create? What does Walgreens emphasize to its employees and what does it do to attract and retain qualified applicants?
- iii) Are there any qualifications or specific skills that would make applicants more attractive to Walgreens?

**Work Schedule**

<b>Topic</b>	<b>Group Member Responsible</b>	<b>Date</b>
Divide report topics among team members	Matt, Mike, Harry	March 15
Letter to Walgreens	Matt, Mike, Harry	March 19
Meet with Walgreens manager	Matt, Mike, Harry	March 23-24
Organize and interpret data	Matt, Mike, Harry	March 26
Compose general company profile	Mike	March 28
Research on company competitors	Mike	March 28
Research on company financial statement	Matt	March 28
Research on company image	Matt	March 28
Research on company culture	Harry	March 28
Conclusion	Harry	April 3
Compose draft of term paper	Matt, Mike, Mike	April 10
Compose PowerPoint slides	Matt, Mike, Harry	April 11
Revise draft	Matt, Mike, Harry	April 17
Team report rehearsal	Matt, Mike, Harry	April 20-24
Submit term paper	Matt, Mike, Harry	April 25
Deliver team presentation	Matt, Mike, Harry	April 25

The above work plan has been composed to keep our team organized and to ensure the completion of our respective duties by the designated due dates. Please contact Matt Bartley, our team leader, if you have any questions regarding our work plan.