Course: Leadership and Communication

Course Completed: Spring 2013

Assignment Title: Executive Summary

Assignment Project Description: The objective in this assignment was to complete an executive summary from a case study that we were provided.

Reflection: Since I intend to pursue a communication position within an organizational setting I must be familiar with creating content and designing the structure of various documents and reports. Executive summaries are documents that are required in organizations. This assignment allowed me to make competent assessments based on the information provided and then prepare a document that was easy to read and visually pleasing.

EXECUTIVE SUMMARY

OVERVIEW

The two companies of Huge Co. and Computer Co. are undergoing a merger, and are trying to determine how to develop a merged benefit plan that caters to the needs of the employees from both companies. The team interviewed HR managers and departmental managers at both companies to acquire and compare information on their current retirement and benefit plans. Additionally, both company cultures were analyzed and assessed. With this information observations on a combined plan were concluded.

COMPANY CULTURES

Huge Co.	Computer Co.

dependent care.
- *CON*- Employees have not been surveyed to assess satisfaction levels under new system.

Evaluation of Opposing Benefit Plan:
- Highly ranked benefit plan
- CC's software engineers are much younger therefore there is an assumed low interest in future plans and benefits.

Assessment on Ability to Meet Software Engineer Needs:
- HC's current plan and employee base will help CC employees plan for the future.

Concerns Regarding A Merged Benefit Plan:
- CC's employees and low concern for future planning.
- Losing their current plan

benefit practices of the top 50 technology companies. Before the new system their benefit plan was extremely unsatisfactory.
- Unfamiliar with HC's new plan but assume its success due to their retention of employees.

Assessment on Ability to Meet Software Engineer Needs:
- Unsure due to the differing employees demographics

Concerns Regarding A Merged Benefit Plan:
- The usage of HC's benefit system (due to cost effectiveness and more recent creation) when CC's benefit system is nationally recognized for its usefulness to employees.
- Employees loss of flexibility
- By adopting HC's system it will appear to CC employees that HC employees are more valuable.

- Established company
- Employees are middle-aged and prefer benefits with good healthcare and retirement plans.
- Operate in 4 countries with 22, 000 employees. 3, 500 software engineers operating in Silicon Valley offices.

- Younger company
- Employees are young and lack long-term focus on retirement. Prefer vacation packages and perks rather than retirement packages like dental and life insurance.
- Headquartered in Texas has 8,000 employees and 2,000 software engineers.

RECOMMENDATIONS

Based on the differing company cultures and similar benefit and retirement systems a combined plan should be created rather than adopting one or the other. In order to satisfy the needs of both the younger and older employees they should have the option of selecting based upon personal preference the benefit and retirement options they receive. The "cafeteria plan" plan approach should be used to allow this selection of benefit and retirement options. The packages for vacation, dental and life insurance, etc. offered between the two companies should be merged effectively so there are no repeat packages. The perks that the younger employees from CC are interested in should be maintained in the new program as possible options. Huge Co.'s flexible account spending option to reimburse employee's for items not covered on the regular plan, i.e., Lasik surgery and dependent care, should be incorporated into the new plan.