# Annual Report Guide (Use this format for report)

Instructions: Complete your information in the guided annual report format below. Save the file as BUS110*YourLastName .* Then upload the file via the blackboard assignment. Good luck running your company.

* **How to write an annual report and sample of what you will be asked**: The annual report will be a guided report where you will be asked to explain the following. This form is in the annual report assignment below however it is wise to review what questions you will be asked so you can think about them as you play the simulation.
	+ First Name: Click here to enter text.
	+ Last Name: Click here to enter text.
	+ **Cumulative Earnings** Click here to enter text.
	+ What best describes your pricing strategy? See choose an item below.
	+ Choose an item.
	+ **Describe your pricing strategy** in 1-2 paragraphs: explain strategy used, how did you determine when and by how much to change prices, how did you use competitive information, how did you determine if your pricing strategy was working, how often if at all did you change your pricing or your strategy, finally did you bench mark and sources for your pricing strategy if so who or what.
	+ Click here to enter text.
	+ **Describe your hiring strategy** in 1-2 paragraphs: how did you determine when and how many employees to hire or fire. How desirable a work place was your firm, explain. Was attrition a problem for you firm? What are some of the pros and cons to a stable workforce? What happened to the cost of your product during the course of the game, explain.
	+ Click here to enter text.
	+ What best describes your compensation strategy? See choose an item below.
	+ Choose an item.
	+ **Describe your compensation strategy** in 1-2 paragraphs: why did you compensate employees at market wage or above/below market wage, did you employ stock grants, or stock options, or profit share, explain why or why not for each. How did your compensation strategy align to your pricing strategy.
	+ Click here to enter text.
	+ What best describes your financing strategy? See choose and item below.
	+ Choose an item.
	+ **Describe your financing strategy** in 1-2 paragraphs: how did you finance the cash need of your firm? Why or why not did you use VC (venture capital) debt financing? Why or why not did you use IPO (initial public offering) equity financing? Explain the advantages and disadvantages of debt financing and of equity financing. Explain the advantages and disadvantages of self-financing.
	+ Click here to enter text.
	+ **Describe what you learned about business from the simulation game** in 1-2 paragraphs: what 2-3 things did you learn from the simulation. How realistic did you find the simulation. Did you adjust some of your strategies based upon the learning.
	+ Click here to enter text.
	+ **Help us improve**: what did you like most about this project? Thanks
	+ Click here to enter text.
	+ **Help us improve**: how would you improve the project? Thanks.
	+ Click here to enter text.