**Analytical Report Work Plan**

Submitted by: Leo Bautista and Keer Tang

**Statement of Opportunity**

The fast-paced environment at Amazon is making our employees more tired and less motivated to work compared to other jobs. Many of our employees are working long and stressful shifts, which may lead to employees not liking their job.

Because of this issue in the workplace, we plan to analyze the benefits of letting employees nap during work.

**Purpose and Scope**

We are making this report because there have been controversial affirmations on Amazon working conditions. The purpose of this report is to have a general understanding of the benefits of having naps during work. We are here to analyze how naps may lead to more productivity and a stress-free environment in the workplace. We are also taking the drawbacks of napping at work into consideration.

**Sources and Methods of Data Collection**

The secondary sources that we will be using will include articles from Forbes, Business Insider, New York Times, etc. These secondary sources will mainly talk about the harsh working conditions that endure at Amazon along with how naps can be effective in the workplace. The majority of our primary sources will be from the SJSU online database. These sources will mainly be scientific studies on the benefits of napping and how it can have a positive impact at work.

**Background**

Amazon has always been known for its efficient and rigorous control. Amazon has a rigorous assessment system that quantifies and analyzes all aspects of employee work. If the data cannot be quantified, it is up to the “reporter”, which means the colleague reports to the superior. Every Amazon employee has an "Anytime Feedback Tool" that allows employees to secretly criticize or praise their colleagues. These feedbacks will be sent to the top executives and included in Amazon's weekly or monthly performance estimates. Amazon regularly ranks employees, and after each ranking, executives must lay off a certain number of employees with lower scores. Amazon's latest warehouse, the packaging factory, is as big as 11 football fields. Some employees are forced to work 55 hours a week here.

**Audience Analysis**

Our primary audience for this analytical report is the station managers at Amazon. Amazon’s upper management department will read this report for their reassessment and improvement of employees’ naps. At the same time, this report is also applicable to those companies that have strict and worse work conditions, such as Forever 21 and Sears.

**Preliminary Outline**

***• Executive Summary***

o Summarize the report briefly and preface the key points of the report

***• Introduction***

o Purpose of writing this report

o General background of Amazon’s working conditions

o How the research was conducted and the credibility of the sources used

o Scope of the report

o Transition to the body

***• Body***

o Advantages of Work Naps

§ Introduction: Adapting work nap policies can not only bring benefit to Amazon’s employees but also benefits for Amazon operational management

§ From employees’ perspective

• Increase staff satisfaction and happiness in the workplace

• Increase employees’ productivity

§ From the institution’s perspective

• Amazon will get a better reputation than before.

• It will also attract more people to apply Amazon.

o Disadvantages of Work Nap

§ Decreasing Customers Satisfaction

• Package Delivery time may be longer because employees are taking naps instead of working

§Causing the Dependencies of work naps.

•Some employees may abuse it by taking more than one nap or longer naps.

**References**

Ghosh, S. (2018, May 05). Peeing in trash cans, constant surveillance, and asthma attacks on the job: Amazon workers tell us their warehouse horror stories. Retrieved November 1, 2018, from https://www.businessinsider.com/amazon-warehouse-workers-share-their-horror-stories-2018-4

Zimmerman, K. (2018, February 01). It's Time To Start Taking Naps At Work. Retrieved Nov 1, 2018, from <https://www.forbes.com/sites/kaytiezimmerman/2018/02/01/time-start-taking-naps-work/#35bca5d78b68>