

**Course Outcome address in this activity:**

**NS313-6:** Analyze strategies for sound financial, performance and business management.

**Instructions**

As the foodservice manager, you are responsible for preparing the capital budget for a large organization. You have decided to research and acquire a new walk-in refrigerator/freezer unit.

Remember learning in chapter 10 “Facilities Planning and Design,” that a prospectus is a written plan for a project that details all elements of the situation being planned. A prospectus is used as a guide and communication tool to aid clear understanding by all who are involved in the planning.

Write a prospectus/proposal, including a justification, for this capital expenditure of a new walk-in refrigerator/freezer unit. Use a hypothetical scenario that is realistic to provide meaningful details.

The prospectus requires a minimum of 600 words and includes three sections:

1. The rationale
2. Physical and operational characteristics
3. Regulatory information

Use headings to clearly identify each part of the prospectus. Provide credible references as needed.

**Submitting Your Work**

Please submit your work in a Microsoft Word document. Save it in a location and with the proper naming convention: username-CourseName-section-Unit 9\_Assignment.doc (username is your University username, and section is your course section). When you are ready to submit it, go to the Dropbox and complete the steps below:

1. Click the link that says “Submit an Assignment.”
2. In the “Submit to Basket” menu, select Unit 9: Assignment.
3. In the “Comments” field, make sure to add at least the title of your paper.
4. Click the “Add Attachments” button.
5. Follow the steps listed to attach your Word document.

To view your graded work, come back to the Dropbox or go to the Gradebook after your instructor has evaluated it. Make sure that you save a copy of your submitted assignment.