**Unit 710 – Organisational Change Strategies**

**Introduction**

The unit looks at how complex organisations can provide strategies for, respond to and evaluate change. Methodologies and various tools and techniques will be applied.

  **Scenario**

Learners may use their own employment context, or that of another organisation with which they are very familiar, to base their assignment. However, in the case that they are not able to do so, please use the below scenario: -

 You are a manager within an organisation that is currently undergoing a period of change.

Your role is to guide the organisation through the change programme ensuring employee commitment as well as meeting organisational objectives.

  **Task 1:**

Identify and critically evaluate at least three diverse models or frameworks that can be used to address organisational change. Assess their suitability within your identified scenario context. Remembering a model must be ‘fit for the purpose intended.’

 Identify and justify the change solutions for this scenario that help achieve organisational objectives. Apply a range of creative problem solving techniques can be used to address change challenges.

 Identify and outline your scenarios organisational strategy. Critically evaluate how your deduced solutions will align and contribute positively and feasibly to organisational future direction.

Guideline word count: 1,300 - 1,500 words

**A.C. 1.1 – Critically evaluate the range of organisational change, models and frameworks that could be used in your organisation**

**A.C.1.2:  - Identify and apply a range of creative problem solving techniques to address change changes**

**A.C. 1.3 – Critically evaluate, determine and justify change solutions that link to the achievement of organisational strategy**

**Task 2:**

**Research, identify and critically evaluate two change implementation models, with the focus on the requirements of implementation. Your work may have connections to 1.1 findings.**

**Evolve a positive, feasible and ethical criteria that validates the change implementation model, clearly signposting it’s critical success factors and related key performance indicators**

Guideline word count: 850 - 1,000 words

**A.C. 2.1 – Critically evaluate a range of change implementation models**

**A.C. 2.2 – Identify and justify the criteria to select and support a change implementation model and will achieve the organisational change desired**

**Task 3:**

For this task you are required to demonstrate application of analytical tools that effectively monitor both the processes involved in change and the effects. Monitoring will be over time, therefore the factor of time and key critical points of risk and potential shock should be considered. Enterprise Risk Management techniques would be of value to explore here. Measurement may be quality, budgetary factors, environmental factors, cultural changes, engagement modelling. 3.1 / 3.2 would blend well together.

 For this task state your intended strategy(s) to management your change scenario. Conduct a risk assessment on them or modelling of your choice, determine how risk may be avoided, reduced, designed out or transferred.

Guideline word count: 850 – 1,000 words

**AC: - 3.1 Identify and demonstrate the use of analytical tools to monitor the progress and the effects of change within your organization**

**AC: - 3.2 critically assess monitoring and measurement techniques used to measure and track change within an organization**

**AC: - 3.3 Analyze and critically assess strategies to minimize the impact of adverse effects of change in your organization**

**Task 4:**

Identify the key risk factors that have an adverse effect on the strategic direction of the firm, as well as those positives, that may be exploited further, for internal or competitive advantage.

Decompose the elements of risk, via a logical criteria and critical review and evaluate those processes.

Together with your team critically analyse the results of the change impact review, summarising the points discussed and qualified recommendations. You may wish to form a specialists Delphi group for this purpose.

Develop a PowerPoint presentation of your change findings, and present them to your primary stakeholders or sponsors. For assessment purposes only the PowerPoint works are required. You may wish to conduct an audience profiling exercise, media review to ensure that the presentation is in its best context, to maximise on exceeding stakeholders’ expectations.

**AC: - 4.1 critically evaluate the processes required to review the impact of the change in your organization**

**AC: - 4.2 critically analyses and discuss the results of a change impact review**

**AC: - 4.3 Formulate findings of a change analysis and present them in an appropriate way for different stakeholders**

Learners are required to complete all tasks.

**Assignment Guidelines**

 All work must be submitted in a single electronic document (.doc file). This should go to the tutor and Centre Manager/Programme Director, plus one hard copy posted to the Centre Manager.

 The assignment must be the Learner’s own work and not copies of theories or models. Direct quotes should be kept to a minimum, and shown in inverted commas. Models described and other quotes used must be properly attributed and referenced as appropriate. Learners must acknowledge or reference any sources that have been used to complete the assignment, listing reference material and web sites used.

 Learners are encouraged to produce a reflective statement of no more than 300 words (which does not count towards the final word count), describing the value and knowledge gained from undertaking this assignment. The reflective statement is not assessed; however it encourages you to review the value and application of your learning.

 **Overall word count guide: 2500 - 4500**

 **Plagiarism and Collusion**

In submitting the assignment Learner’s must complete a statement of authenticity confirming that the work submitted for all tasks is their own. The statement should also include the word count.

Plagiarism and collusion are treated very seriously. Plagiarism involves presenting work, excerpts, ideas or passages of another author without appropriate referencing and attribution. Collusion occurs when two or more learners submit work which is so alike in ideas, content, wording and/or structure that the similarity goes beyond what might have been mere coincidence.

**Appendices**

Separate Appendices should not be used. Any use of tables, graphs, diagrams, Gantt chart and flowcharts etc. that support the main report should be incorporated into the back of the  assignment report that is submitted. Any published secondary information such as annual reports and company literature, should be referenced in the main text of the assignment but not included.

 **Confidentiality**

Where a Learner is using organisational information that deals with sensitive material or issues, they must seek the advice and permission from that organisation about its inclusion. Where confidentiality is an issue, Learners are advised to anonymise their assignment report so that it cannot be attributed to that particular organisation.

**Word Count Policy**

In total, the assignment report should be between 2500 - 4500 words. Learners must comply with the required word count, within a margin of +10%. These rules exclude the index (if used), headings and information contained within references and bibliographies. When an assessment task requires learners to produce presentation slides with supporting notes, the word count applies to the supporting notes only.

 **Referencing and Professionalism**

 A professional approach to work is expected from all learners. Learners must therefore identify and acknowledge ALL sources/methodologies/applications used. The learner must use an appropriate referencing system to achieve this. Marks are not awarded for the use of English; however the learner must express ideas clearly and ensure that appropriate terminology is used to convey accuracy in meaning.

**Submission of Assignments**

 All work to be submitted on the due date as per Centre advice.

All work must be submitted in a single electronic document (.doc file). This should go to the tutor and Centre Manager/Programme Director, plus one hard copy posted to the Centre Manager.