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|  | **Enderoth**  Cambridge TEC (Certificate/Diploma) in Business  **Unit 15 – Change Management** | Student Name:­­­­ **Grade Awarded by:**  **Date Awarded: \_\_\_\_\_\_\_\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 15 - Assignment Checklist - DD-MM-2017

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| **TASKS** | **ACTIVITIES** | **STUDENT** | | **STAFF** |
| **LO1 - Understand the drivers of change** | | | | |
| **LO1 – Task 01** | Research a case of Technological change in the business world, and explain what the change was, how it affected a particular company and what the company did to react to this change. |  |  | |
| **LO1 – Task 02** | For Thursby Toys Ltd., describe with examples how Technological change will affect the company and the business processes and describe how Thursby Toys Ltd. could react to technological change. |  |  | |
| **LO1 – Task 03** | Research a case of Market change in the business world, and explain what the change was, how it affected a particular company and what the company did to react to this change. |  |  | |
| **LO1 – Task 04** | For Thursby Toys Ltd., describe with examples how Market change will affect the company and the business processes and describe how Thursby Toys Ltd. could react to these Market changes. |  |  | |
| **LO1 – Task 05** | Research a case of Legislation change in the business world, and explain what the change was, how it affected a particular company and what the company did to react to this change. |  |  | |
| **LO1 – Task 06** | For Thursby Toys Ltd., describe with examples how Legislation change could affect the company and the business processes and describe how Thursby Toys Ltd. could react to these Legislation changes. |  |  | |
| **LO1 – Task 07** | Research a case of Workforce change in the business world, and explain what the change was, how it affected a particular company and what the company did to react to this change. |  |  | |
| **LO1 – Task 08** | For Thursby Toys Ltd., describe with examples how Workforce changes could affect the company and the business processes and describe how Thursby Toys Ltd. could react to these workforce changes. |  |  | |
| **LO1 – Task 09** | Research a case of Economic change in the business world, and explain what the change was, how it affected a particular company and what the company did to react to this change. |  |  | |
| **LO1 – Task 10** | For Thursby Toys Ltd., describe with examples how Economy changes could affect the company and the business processes and describe how Thursby Toys Ltd. could react to these Economy changes. |  |  | |
| **LO1 – Task 11** | Research a case of Technological change in the business world, and explain what the change was, how it affected a particular company and what the company did to react to this change. |  |  | |
| **LO1 – Task 12** | For Thursby Toys Ltd., describe with examples how Internal changes could affect the company and the business processes and describe how Thursby Toys Ltd. could react to these Internal changes. |  |  | |
| **LO2 - Understand the key aspects of theories of change management** | | | | |
| **2.1 – Task 01** | Explain McKinsey’s 7S model, outlining each of the factors and their interconnectivity to a business change model. |  |  | |
| **2.1 – Task 02** | Explain how McKinsey’s 7S model could be used by include how change management theories can be used to plan for and implement change within Thursby Toys Ltd. |  |  | |
| **2.2 – Task 03** | Explain **Kotter’s 8 step** model, outlining each of the factors and their interconnectivity to a business change model. |  |  | |
| **2.2 – Task 04** | Explain how **Kotter’s 8 step** model could be used by include how change management theories can be used to plan for and implement change within Thursby Toys Ltd. |  |  | |
| **2.3 – Task 05** | Explain **Lewin’s change management theory**, outlining each of the factors and their interconnectivity to a business change model. |  |  | |
| **2.3 – Task 06** | Explain how **Lewin’s change management theory** could be used by include how change management theories can be used to plan for and implement change within Thursby Toys Ltd. |  |  | |
| **2.3 – Task 07** | Based on the three theories, create a report describing which one would be most appropriate for Thursby toys and justify your answer with product, personnel and feedback examples from the scenario. |  |  | |
| **LO3 -Be able to plan for change, manage change and overcome barriers** | | | | |
| **LO3 – Task 01** | Create a report for Thursby Toys Ltd on the different ways to Plan and Manage Change, including the advantages and disadvantages of different stages, and the appropriateness and importance of particular ways for this specific business. |  |  | |
| **LO3 – Task 02** | In the report explain the need to produce a plan of action for Thursby Toys. |  |  | |
| **LO3 – Task 03** | Using Resource 2, describe the feedback received, analyse this feedback and explain how the customers as stakeholders through feedback could influence Thursby’s change managed plan. |  |  | |
| **LO3 – Task 04** | Explain and describe to Thursby Toys Ltd. the consequences of poor change management. |  |  | |
| **LO3 – Task 05** | Create a report for Thursby Toys Ltd on the different approaches to change to include the advantages and disadvantages of different approaches. |  |  | |
| **LO3 – Task 06** | Using Resource 2, explain how the customers and staff feedback as stakeholders could be managed more effectively by a different company approach to change. |  |  | |
| **LO3 – Task 07** | Explain and describe to Thursby Toys Ltd. the consequences of a poor approach change management in a given situation. |  |  | |
| **LO3 – Task 08** | Create a report for Thursby Toys Ltd on the ways to manage change as it is happening include the advantages and disadvantages of different managing strategies. |  |  | |
| **LO3 – Task 09** | Using Resource 2, explain how the customers and staff feedback as stakeholders could be managed more effectively after change is initiated. |  |  | |
| **LO3 – Task 10** | Explain and describe to Thursby Toys Ltd. the consequences of a poor approach change management after the change has been initiated in a given situation. |  |  | |
| **LO3 – Task 11** | Create a report for Thursby Toys Ltd on the barriers to change as it is happening, how these barriers to change impact on a business and how barriers to change can be overcome. |  |  | |
| **LO3 – Task 12** | Explain and describe to Thursby Toys Ltd. the consequences of a poor approach managing these barriers to change. |  |  | |
| **LO4 - Be able to assess the impacts of change on businesses and stakeholders** | | | | |
| **4.1 Task 01** | Describe the Possible Impacts of Change on Businesses using real world examples. These should include short term and long term impacts on a business. |  |  | |
| **4.1 Task 02** | Describe the Possible Impacts of Change on Thursby Toys Ltd. of these three managed changes. These should include short term and long term impacts on a business. |  |  | |
| **4.2 Task 03** | Describe the Possible Impacts of Change on Stakeholders using real world examples. These should include stakeholder conflict and stakeholders reactions. |  |  | |
| **4.2 Task 04** | Describe the Possible Impacts of Change on Thursby Toys Ltd. of these three managed changes. These should include impacts on stakeholders, stakeholder conflict and stakeholders reactions. |  |  | |
| **LO5 - Be able to use data to monitor change management in businesses** | | | | |
| **5.1 – Task 01** | Using real life examples for each, describe how Quantitative Data Monitoring is a necessary feature of Change Management. |  |  | |
| **5.2 – Task 02** | Based on the three change scenarios and using the headings, discuss how quantitative data monitoring can be used to benefit the success of these changes. |  |  | |
| **5.2 – Task 03** | Using real life examples for each, describe how Qualitative Data Monitoring is a necessary feature of Change Management. |  |  | |
| **5.2 – Task 04** | Based on the three change scenarios and using the headings, discuss how qualitative data monitoring can be used to benefit the success of these changes. |  |  | |
| **5.3 – Task 05** | Using real life examples for each, describe how Continuous Monitoring of the Change Management process is a necessary feature to be successful. |  |  | |
| **5.3 – Task 06** | Based on the three change scenarios and using the headings, discuss how Continuous monitoring is necessary for Thursby Toys Ltd., to measure and achieve a successful conclusion to the Change Management Process. |  |  | |