



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge International Diploma in Management
Professional Level

MANAGING CHANGE

4246/01

Core Module

Valid between 1 January 2008 and 31 December 2008

READ THESE INSTRUCTIONS FIRST

You should read the assignment carefully.

It is important to complete the **Assignment Cover Sheet** when you have finished your work. You must complete the details and sign the declaration to confirm that the assignment is all your own work and your tutor must sign to verify that it is your own work.

The length of the assignment must be no more than 3000 words. Marks will be deducted from assignments that exceed the word limit.

This document consists of **3** printed pages



Managing Change – Core Module

Title: Planning Organisational Change

Your start point for undertaking this assignment is to familiarise yourself with the module syllabus, the associated assessment objectives and competence criteria so that your understanding and application of them will be a strong feature of your submitted report.

For this assignment you should work with your own organisation or one that is familiar to you. Describe the organisation, its purpose, products and/or services, the department or project you work for (or the department/project you have selected) and your involvement with it.

Using your selected organisation as a focus, consider the Business Plan (or equivalent) for the organisation and select two developments that are expected to take place during the life of the plan. These may be within the organisation as a whole, or within one area or section.

Using a range of analytical techniques, identify the internal and external influences for change that are driving these two developments. Describe how such influences might impact on your department or project and why these developments should take place. Analyse risks associated with not responding to these influencing factors. Using your own knowledge, and after consultation with other relevant people, explain how these developments demonstrate your organisation's response to the internal and external influences and its ability to overcome risks.

With reference to the Business Plan (or equivalent), link these two developments to the objectives of the organisation, department or project and identify the benefits they will or should bring to the organisation, department or project.

For each planned development, analyse in appropriate detail the sequence of changes required to meet the objectives. Identify forces that will drive the changes forward and any potential or actual resistance to these changes. Devise practical strategies for developing the forces for change and overcoming any possible resistance. Summarise the benefits of the proposed strategies as well as any possible drawbacks. Associated relevant costs should also be identified.

From the sequence above, devise an implementation plan for one development. Your plan should clearly show the sequential tasks that need to take place, responsibilities, timescales, how the changes will be communicated to relevant people and methods for monitoring and evaluation that should be adopted.

Incorporate your implementation plan in a proposal to your manager or other appropriate person, clearly explaining your reasons for it.

You must include in your assignment report all documentation, notes and materials generated from each stage of the study.

You are not expected to include confidential information on your organisation, its personnel or performance.

In writing your report, you should adopt an appropriate business format and show how knowledge and understanding of managing change have been applied in line with the module syllabus.

At the start of your assignment report, indicate the number of words used, which should not exceed the maximum permitted amount of 3000 for the main body of the report.

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