

ASSIGNMENT TWO: ANALYTICAL REPORT (75%)

- ❑ Writing: Written in English in an appropriate business/academic style
- ❑ Focus: Focus only on the tasks set in the assignment.
- ❑ Length: 3,000 words +/- 10%
- ❑ Formatting: Typed on A4 paper in Times New Roman or Arial font 12 with at least 2.5 centimetre space at each edge, double spaced and pages numbered.
- ❑ Document format: A Written assignment as a Report in Microsoft Word (or similar) format with size 12 and line spacing 1.5.
- ❑ Ensure a clear title, course, and name or ID number is on a cover sheet and a bibliography using Harvard referencing throughout is also provided.
- ❑ Research: Research should use reliable and relevant sources of information e.g. academic books and journals that have been peer reviewed. The research should be extensive.
- ❑ All referencing should be in Harvard style.

“The Only Constant in Life Is Change.”- Heraclitus

Building on your presentation work (assignment 1) and the organisation you discussed in that assessment, which is about to undergo a change initiative. Suppose you are a nominated change agent, you need to write an analytical report to evaluate the organisational change.

- Front Cover Page
- Table of Content
- 1. Introduction
- 2. Force Field Analysis for the Organisational Change
- 3. Applying a Change Model/Approach
- 4. Leadership and Implementing Successful Organisational Change
- 5. Managing the Resistance to Change
- 6. Conclusion/Recommendation
- 7. Appendix (Additional Information about the Organisation)
- 8. Reference (15-20 References)