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Final Report - Work Integrated Project

Team Assignment Brief

Instructions:

- Font type: Arial and Font size: 11
- Spacing 1.5
- Please upload document in Word format/pdf
- Please check spelling and grammar
- Third person language
- Number the pages
- Justify document and ensure overall professional presentation
- Length: 12-15 (excluding cover page, table of contents, list of references, annexures)
- Submission via Pelopele on **Tuesday, 1 December 2020**
- You are required to use the Harvard referencing method
- Should you have any questions about the assignment, please contact your Programme Director, Gené van Heerden on gene@Henleysa.ac.za

Programme:	Multichoice Work Readiness Programme
Module Name / Title:	Final report: Work Integrated Project (WIP)
Submission date	1 December 2020

The purpose of the brief is to guide teams in structuring the final report in a cohesive and effective manner. This is an important part of your WIP process and necessary for certification and graduation.

Cover page

- List all your team members
- Topic and date of submission
- Team name (and possibly value proposition)
- Be creative and professional

Table of contents

1. Introduction (half a page)

- This section should introduce your team (briefly)
- Introduce Multichoice (vision, mission, 8 behaviours and focus areas)
- Introduce the department/division investigated and
- Introduce the sponsor and his/her role

2. Situation analysis (1-2 pages)

(Illustrate the current situation and the relevance of the business problem/challenge identified)

- Provide a description of the business problem/challenge and why this is important to investigate
- Relate this problem the strategic focus areas of Multichoice (illustrating alignment and importance)
- SWOT analysis, stakeholder analysis, impact and trends and risks identified
- Explain the goal and purpose of the project

3. Problem analysis and Research Methodology (2-3 pages)

(Literature review - academic, industry or company sources, methodology and data collection)

- Explain the problem/question and provide detail
- Discuss the main concepts of your project
- Start broad and then focus – ‘funnel’ approach
 - Remember to stay objective and share facts – guard against own opinions
 - Share the most recent view and sponsor’s view
- Discuss the root cause analysis (illustrate how you identified it) of the problem and explain it in relation to the problem

- Include benchmarking (internationally or another company in the same or in a different industry)
 - Discuss your research methodology (how did you collect the data, refer to the type of data, i.e. stakeholder discussions, sponsor meetings, literature, reports, interviews, sample, questions etc.)
- 4. Results, Analysis, Interpretation and Potential Solutions (2-3 pages)**
(How did the team analyse and interpret the data and what possible solutions were given based on the analysis)
- How did you analyse the data?
 - How did you interpret these results?
 - What possible solutions did the data and interpretation propose?
 - Discuss the solutions (at least three) and analyse each of the solutions (cost/benefits, timelines, 'buy-in', barriers etc.)
 - Identify the solution your team would recommend
- 5. Solution and Recommendations (1-2 pages)**
- Discuss and justify why this is the best solution for the identified business problem/challenge
 - Link this solution back to the strategic focus area of Multichoice
 - Link this solution back to the goal of the project
 - Justify why your team believes this would be a good solution
 - Make recommendations in terms of the implementation of the solution (offer a breakdown of the costs/benefits; a clear 'implementation project plan' and address any emotional reactions and/or behavioural changes expected (positive and negative) and how this can be addressed)
- 6. Limitations (half a page)**
- i. All aspects that limited your project
- 7. Conclusion (paragraph)**
 Present a clear conclusion to the project
- 8. Team experiences (1-2 pages)**
- Share the team experiences and process
 - Discuss the value of working with diverse individuals
 - Each team member should share their own individual learnings from the programme, the WIP project, working in a team, feedback from your HOD/Mentor/Line Manager on your development during this programme and feedback from your sponsor for this project.

List of references

The report contributes a weight of 20 towards the final WIP process.

Due date: 1 December 2020 via Pelopele

Rubric:

Topics	An excellent answer	Weight
Situation analysis	An in-depth understanding of the context of Multichoice in relation to the business problem/challenge identified. An effective discussion of the current and desired situation by referring to i.e. Swot analysis, stakeholder analysis, impact and trends and risks identified. Clearly articulate the goal and purpose of the project.	20
Problem analysis and Research Methodology	The problem is clearly articulated. The report provides evidence of sound research. A good understanding of the various concepts and problem identified. Multiple perspectives are incorporated to understand the problem. The research methodology is clearly presented.	20
Results, Analysis, Interpretation and Possible Solutions	The results are clearly discussed and presented. The discussion and understanding of the data collected, analyses techniques and interpretation of data are clearly presented. There is clear evidence that the data guided the possible solutions. The discussion on the possible solutions is clearly presented.	20
Solution and recommendations	The team provided good explanation of the proposed solution. Good justification and evidence of why this solution is regarded the best solution. A strong link to why this is important for Multichoice is clearly presented. Recommendations for implementing the solution is clearly discussed and presented.	10
Team experiences	A very effective team experience is shared with a strong focus on the diversity of the team. Each member effectively presented their individual personal growth, as well as lessons learnt through the challenges experienced.	20
Effective Written Communication	All aspects of communication with regards to a professional document was adhered to and illustrated a very effective document. Aspects included are, good referencing, language, flow and structure of document.	10

Multichoice Work Readiness Programme

Team name	
Company	
Team members	
Assessment Title	Final Report Work Integrated Project
Date	1 December 2020
Facilitator	Gené van Heerden

Plagiarism Declaration

We declare that this coursework is entirely our own work and does not include any plagiarized material. All sources that were consulted to compile this document have been referenced appropriately.

Full names:

Signatures:

Date: