

## EBU5402 CHECKLIST FOR COURSEWORK PART A

### 1) REPORT FORMAT

Our group have used the report template provided, namely our report includes:

Cover page,

A brief Introduction to our work,

A Summary of Responsibilities,

An External Analysis, (Part A)

List of References.

Our report **does not exceed 1000 words** (NOT including the words for Cover page, Summary of Responsibilities, Table of Contents, List of References).

Our report have **in-text citations** and a full **List of References** using Harvard referencing style

### 2) COURSEWORK TASKS

We have considered the external factors, both macro and micro, that our organisation faces and how these will influence any decision to diversify into a new area of products or services.

For each of the factors, we provided an evaluation of

a) How these factors have influenced our organisation over the last 18 months;

b) How they will affect our desire and ability to move into a new product/service area.

We include both a theoretical analysis and specific examples for our organisation.

Based on this analysis, we have chosen a new area of products or services for our organisation to move into (in addition to its current activities).

We have briefly justified our choice.

### 3) SUBMISSION INSTRUCTIONS

Our report is a **Word file**

We have restricted our file size to 1MB so that we can upload the file easily to QM Plus.

Our Word **file name** is: '**EBU5402\_Group XXX\_Company Name**'

e.g. *EBU5402\_Group 130\_Dell*

Our Group Leader will submit the **final version of our group report** before **Friday 2<sup>nd</sup> November 2018** (23:55) via QM Plus; 1 submission per group.