Hello Everyone!

This Checklist will assist you in successfully completing your upcoming assignment 1. It is organised into clear sections with headings, allowing you to systematically review each part of your assignment. It serves as a practical tool to help you stay organised, maintain focus on critical evaluation and analysis, and ultimately enhance the quality of your work.

General Requirements

Item	Description	Tick (✓)
1. Assignment Understanding	Read and understand the assignment brief and requirements thoroughly.	

Formatting and Structure

Item	Description	Tick (✓)
2. Word Count	The report is 2000 words (+/- 10%).	
3. Font and Spacing	Use Calibri or Times New Roman, 12pt font size, with 1.5 or double line spacing.	
4. Report Structure	The report includes an introduction, a Main Body (with clear headings), a Conclusion, and References.	

Introduction

Item	Description	Tick (✓)
5. Purpose	Clearly state the purpose of the report.	
6. Statement Introduction of Organisations	Introduce the two selected New Zealand organisations from different sectors (e.g., one for-profit and one non-profit or Māori and Government).	
7. Report Outline	Briefly outline the structure of the report.	

Management Capability Framework

Item	Description	Tick (✓)
8. Selection of Framework	Identify and briefly describe the 2 management capability frameworks you will use (e.g., Otago University Capability	

	Framework, Sydney City Council's capability framework, or other related frameworks).	
9. Justification	Justify why these frameworks are appropriate for analysing both organisations (context).	

Organisation 1 Analysis

Identification of Capabilities

Item	Description	Tick (✓)
10. Selection of Capabilities	Select a minimum of two (maximum of three) key management capabilities from the framework relevant to Organisation 1.	
11. Relevance Explanation	Explain why these capabilities are critical for an effective manager in Organisation 1. Here you show your analytical and critical thinking skills.	

Critical Evaluation

Item	Description	Tick (✓)
12. Utilization Analysis	Critically evaluate how these capabilities are utilised within Organisation 1.	
13. Evidence and Examples	Provide specific examples or evidence from Organisation 1 to support your evaluation.	
14. Literature Support	Use relevant contemporary literature to support and justify your evaluation.	

Organisation 2 Analysis

Identification of Capabilities

Item	Description	Tick (✓)
15. Selection of Capabilities	Select a minimum of two (maximum of three) key management capabilities from the framework relevant to Organisation 2.	
16. Relevance Explanation	Explain why these capabilities are critical for an effective manager in Organisation 2.	

Critical Evaluation

Item	Description	Tick (✓)
17. Utilization Analysis	Critically evaluate how these capabilities are utilized within Organisation 2.	
18. Evidence and Examples	Provide specific examples or evidence from Organisation 2 to support your evaluation.	
19. Literature Support	Use relevant contemporary literature to support and justify your evaluation (cite at least two academic sources).	

Comparison and Differences

Item	Description	Tick (✓)
20. Comparison of Capabilities	Discuss any differences or similarities between the sets of capabilities relevant to each organisation.	
21. Contextual Influence	Explain how the different organisational contexts (e.g., sector, size, culture) influence the required management capabilities.	

Conclusion

Item	Description	Tick (✓)
22. Summary of Findings	Summarise the key findings from your analysis.	
23. Implications	Discuss the implications of your findings for managers in each organisation.	
24. Recommendations	Provide any recommendations for enhancing management capabilities in each organisation.	

References

Item	Description	Tick (✓)
25. APA Formatting	All sources are cited in-text and in the reference list using APA 7th edition format.	

Item	Description	Tick (✓)
26. Reference List	Include a reference list with all sources cited in your report.	
27. Quality of Sources	Use high-quality, relevant, and contemporary academic literature (e.g., journal articles, textbooks) and organization website, Interviews and all relevant news you have used in your analysis.	

Final Checks

Item	Description	Tick (✓)
28. Proofreading	Proofread the report for spelling, grammar, and punctuation errors.	
29. Academic Tone	Ensure the report is written in an academic style and tone (avoid colloquial language and first-person pronouns unless instructed otherwise).	
30. Alignment with Learning Outcomes	Confirm that the report addresses the learning outcome: "Critically evaluate the management capabilities required to be an effective manager in contemporary organisations."	
31. Assignment Criteria Met	Review the marking schedule and ensure all criteria are met at a high standard.	
32. Formatting Requirements	Confirm that all formatting requirements are met (font type, size, line spacing, headings) and are consistent in the whole document.	
33. Submission Guidelines	Ensure the report is prepared according to any submission guidelines provided (e.g., file format, naming conventions).	

Additional Considerations

Item	Description	Tick (✓)
34. Ethical Considerations	Maintain confidentiality and ethical standards when discussing real organisations (avoid disclosing sensitive information).	
35. Clarity and Coherence	Ensure your arguments are clear, logical, and well-organized throughout the report.	
36. Use of Headings and Subheadings	Use clear headings and subheadings to structure your report effectively.	

37. Integration of Theory and Practice	Effectively integrate theoretical concepts with practical examples from the organisations.	
38. Critical Thinking	Demonstrate critical thinking by not just describing but analysing and evaluating the capabilities and their impact.	
39. Originality	Ensure all work is original and properly cited to avoid plagiarism in any kind.	