

LAS 21 Final Paper

Outline

I. Company background (Your group's chosen company should have at least 3 years of existence and at least a minimum of 30 employees.)

- a. **Brief Company Background** (Share the industry it belongs to, type of business organization, its target market, office location, branches if any)
- b. **Company's History** (*Vision, Mission, Core Values*, founders, important historical highlights, including company growth for the past years)
- c. Products and/or services
- d. **Updated Financial Performance** (If the company is not willing to disclose financial data, then look for indicators of financial stability such as an increase in the number of clients, projects, and employees.)

II. Focus of Review

- a. **Purpose and objective of the study** (Why is studying the planning, organizing, and leading management functions important for the company? What's the value of looking at these functions?)
- b. **Scope and Limitations** (What are the parameters of your paper or coverage, and methods used; also cite what was not covered or included in the paper)

III. Organizational Diagnosis

- a. **Methodology** (What did the group do to gather data on the company? E.g. qualitative and quantitative review of company documents, desktop research, interviews).
- b. **Profile of the Sample** (Summarize the demographic information of your respondents, such as civil status, gender, job level, tenure, department, educational attainment, etc.) The sample should have **three respondents** - one from senior or top management, one from middle management, and one from their rank-and-file.
- c. **Result by Function** (What findings did you arrive at for each function? For the qualitative and quantitative review of company documents, desktop research, and interviews, summarize the information according to each function - *Planning, Organizing, Leading, and Controlling*. For each interview question, summarize the answers of your three interviewees.)
- d. **Analysis** (Compare the results of the research and interviews - what are the similarities or differences? Compare the answers of the interviewees - are there similarities or differences? Align the results to the theories or

concepts in *Planning, Organizing, Leading, and Controlling* - what do you think are the theories or concepts the company is basing on for their decisions? Align the results to the company's strategy/ies - which strategy/ies did the company base their decisions on?) Align results to the company's future outcomes - what do you think will be the effect of these decisions in the future?)

e. **Conclusion & Recommendation** (Based on what you have learned in class, and what you have discovered in your research and interview, share your conclusion and recommendation to the company)

- Attachments (including, but not limited to:)
 - Charts
 - Graphs
 - Interview
 - Other data
- Other Details:
 - A4 (converted to pdf format)
 - Length of Paper: maximum of 35 pages only, including all attachments
 - 1.5 Spacing
 - Font size 12 (Arial, Avenir, Avenir Next)
 - One-inch margins on all side

Basic Interview Question Guide

(You can edit, change, remove, or add questions accordingly)

Good day _____. I am _____, a (year level) (course) student of the Ateneo de Manila University. One of my subjects this semester is *Principles of Management*, which introduces the students to the foundational concepts of the management functions of planning, organizing, leading, and controlling. For this class, my group mates and I have to conduct research to see how these functions are applied in your organization during and after the Covid-19 pandemic.

In line with this, we have to interview **three employees** to get data on your organization. Rest assured that all data gathered will be kept confidential, and will only be used as a major requirement of our course. Furthermore, the data that we will submit to our instructor, including our company contact will be in summary form, therefore no full names will be mentioned.

Interviewee's CodeName: _____ Company Position: _____

Years in this position: _____ Years working in this company: _____

1. Before the pandemic, how does working in your company feel like? Why do you say so?
2. How would you describe the management style in your company? Why do you say so?
3. What are the challenges that the company has or is experiencing during and after the pandemic?
4. How have these challenges affected how the company is being managed?
5. How did the company address these challenges? (*For each management action, probe and ask follow-up questions. Ask who, what, when, why, and how questions.*)
6. What are the effects of these management decisions on the organization? (For example, how did the organizational structure change?)

7. Which among these management actions significantly impacted the employees? Why is it the case?
8. How did management communicate these decisions to the employees?
9. What did management, particularly HR, do to assist the employees in handling their loss, if any (e.g. job, full salary, benefits, etc)?
- 10.If there had been layoffs or reduced pay, what did the management, particularly HR, do to manage the morale of the employees that are still part of the organization? Do you think these were effective? Why or why not?
- 11.What did management do to ensure that the employees are still performing 100%? Do you think these were effective? Why or why not?
- 12.What do you think are the factors that management has taken into account to come up with such decisions? Do you agree with these factors? Why or why not?
- 13.Is there anything else you would like to share with me?

Thank you for helping us fulfill our group project requirement. *Maraming salamat po!*

v.3 05/2023