

Business Management HL Internal Assessment – Final Draft Checklist

Instructions: use this document to quality check the final draft of your HL business management IA. Ideally, **all** boxes should be checked before you submit the IA for a grade. If you do not understand an item, **ask for help**.

Research Proposal	
Is a fresh copy of your proposal attached to the front of your IA?	<input type="checkbox"/>
Title Page	
Does title page include your research question?	<input type="checkbox"/>
Does title page include your final word count?	<input type="checkbox"/>
Is your final word count (excluding title page, acknowledgements, contents, abstract, tables, equations, references, and appendices) less than 2000?	<input type="checkbox"/>
Did you remember to delete your name from the title page and any other places in the text it might appear? (The IA is not allowed to contain personally identifiable information.)	<input type="checkbox"/>
Acknowledgements	
Have you included an acknowledgements section? (Basically just thank everyone who helped with your project.)	<input type="checkbox"/>
Table of Contents	
Did you remember to include a table of contents?	<input type="checkbox"/>
Are the page references in the table of contents up to date? (I.e. if the TOC says something is on page 3, it actually is on page 3)	<input type="checkbox"/>
Did you use the table feature of your word processor to ensure that your TOC is aligned neatly?	<input type="checkbox"/>
Did you un-color the borders of the table so they are not visible in the final draft?	<input type="checkbox"/>
Is the TOC on a separate page?	<input type="checkbox"/>
Executive Summary	
Have you included an executive summary?	<input type="checkbox"/>
Is the executive summary on its own page?	<input type="checkbox"/>
Does the executive summary clearly and completely summarize the entire document, focusing on conclusions and recommendations?	<input type="checkbox"/>
Is the executive summary less than 200 words?	<input type="checkbox"/>
Introduction	
Have you included an introductory section?	<input type="checkbox"/>

Does your introduction give a brief history of the organization (should not be more than 250 words), and the general issue/problem they are facing that led to your research?	<input type="checkbox"/>
Does your introduction lead naturally into the research question and restate that question at the end?	<input type="checkbox"/>
Methodology	
Have you included a methodology section?	<input type="checkbox"/>
Does your methodology section state what primary and secondary research you did?	<input type="checkbox"/>
Does your methodology use mostly primary research (direct contact with company officials, direct use of company data), with secondary research of lesser importance?	<input type="checkbox"/>
Does your methodology section discuss what analytical tool(s) you used for the paper, and why you used them?	<input type="checkbox"/>
Results and Findings	
Does your results section include an appropriate presentation of any quantitative data you collected? (table, graph, etc.; note however that large collections of quantitative data, such as financial results, can also be put in an appendix)	<input type="checkbox"/>
If you used graphs, do the graphs include appropriate titles and axis labels with units?	<input type="checkbox"/>
Do your graphs make it easier for readers to understand the data? (If not, redo them.)	<input type="checkbox"/>
For interviews, have you selected only the important statements from interviewees that are actually relevant to your research question? (i.e. not a transcript; note however, that you can put complete transcripts in an appendix, if you wish)	<input type="checkbox"/>
Analysis and Discussion	
Does your analysis consistently focus on answering the research question , using the research that you did?	<input type="checkbox"/>
Is your analysis & discussion section the longest and most detailed part of the IA?	<input type="checkbox"/>
Does your analysis effectively use at least one of the analytical tools from the course (SWOT, Ansoff, Ishikawa, break even, appraisal, BCG matrix, sales projection, etc.)?	<input type="checkbox"/>
Is the tool analysis smoothly integrated into your argument and not just “tacked on”?	<input type="checkbox"/>
Does your analysis include a strong quantitative element in addition to whatever qualitative arguments you might make? (Important for HL IA)	<input type="checkbox"/>
Is your analysis forward looking (i.e. focused on what the organization should do in the future, and not what they did in the past, or what they are doing right now)?	<input type="checkbox"/>
Does your analysis show evaluation (i.e. looking at both sides of a question; not necessarily agreeing with an idea just because one person or source suggested it)?	<input type="checkbox"/>
Is your analysis sophisticated with “IB level thinking”, and does it use what you learned in the course?	<input type="checkbox"/>
Does your analysis show awareness of the limitations of the techniques and tools you have used?	<input type="checkbox"/>
Conclusions/Recommendations	

Did you include a final conclusion or recommendation section?	<input type="checkbox"/>
Do your conclusions clearly answer the research question (to the best of your ability)?	<input type="checkbox"/>
Are your conclusions clear, and supported by evidence (not just “gut feelings” or unproven claims)?	<input type="checkbox"/>
Have you mentioned possible areas for further research, or important issues that you were not able to explore fully given the limitations of time, word count, etc.?	<input type="checkbox"/>
References/Bibliography	
Have you included full and correct references for all important sources using the APA or Chicago system? (“Anything but MLA”)	<input type="checkbox"/>
Did you remember to source any interviews you did? (These are also a source, and can be appropriately referenced in the different reference systems)	<input type="checkbox"/>
Have you used a range of sources (not depending too much on any one source)?	<input type="checkbox"/>
Appendices (not required but useful for some IAs)	
Have you used appendices appropriately? (i.e. for raw data or charts that did not fit neatly into the main text)	<input type="checkbox"/>
Is each appendix on a separate page?	<input type="checkbox"/>
Is each appendix named with a letter (“Appendix A”, “Appendix B”, etc.)?	<input type="checkbox"/>
Formatting/Other	
Did you use Times New Roman or Arial for your font?	<input type="checkbox"/>
Is your font size consistent throughout the document?	<input type="checkbox"/>
Did you double space the body text?	<input type="checkbox"/>
Have you stapled your report at the upper left corner with a single staple?	<input type="checkbox"/>
Did you number your pages? (no number on cover page)	<input type="checkbox"/>
Did you spell check /grammar check the entire essay?	<input type="checkbox"/>
If you are not a native speaker of English, have you asked a native speaker to review the IA before submitting it, to catch major mechanical errors?	<input type="checkbox"/>
Have you placed a sticky note with your name on it on the front of your IA?	<input type="checkbox"/>
Academic Honesty	
Is the report written by you , in your own natural voice, with only occasional quotes from sources, and only to prove a point you made?	<input type="checkbox"/>
Have you clearly indicated direct quotations with quote marks or indentation?	<input type="checkbox"/>