

MBA Operations Management group community project

Your contributions on the community project during the semester, as well as your final presentation during the second last contact session will count as your group assignment for the module.

You must hand in the following copies:

- Similar to the individual assignment, during **the contact sessions that your group is selected** you are required to hand in a three-slide **PowerPoint report** on the work that you have done for your community organisation as your preparation for the session. Each three-slide report must be handed in electronically through eFundi by one of the study group members. The name of this report must be Groupname-MBAA 812-grp-contact session.pptx (or .ppt for older versions of MS PowerPoint) (*Example: Winners-MBAA 812-grp-contact2.pptx*). Make sure your text is a legible size (minimum 20pt).
- Before Contact 7, you must hand in an **electronic copy** of your complete community project report on e-Fundi with the report **in MSWord format, but saved as a pdf file**: If there are any drawings, tables, photos or diagrams, ensure that they are inserted as part of the document and NOT given as separate documents. The name of the document must be as follows: Groupname-MBAA 812-grp.pdf (Example: Winners-MBAA 812-grp.pdf). The cut-off time for e-Fundi-submission is 23:55 on the last Wednesday night before the class, to allow me to warn the group presenting their project in class in time and to include their presentation into my PowerPoint presentation. eFundi supplies a receipt for work successfully submitted. Ensure that the group leader prints and retains a copy of the receipt, should there be any dispute.
- An **electronic copy**, plus a **hard copy** of the full report during Contact 7: Also include the necessary cover sheet and solemn declaration that it is your own work. The names of all group members THAT CONTRIBUTED must be on the cover sheet. Also list group members that did not contribute on a separate list. See the template.
- The formal report is a maximum of ten pages. This report must consist of the following:
 - A description of the community organisation, the community work that it does as well as the business enterprise that it operates. (Maximum **one** page). This includes the contact details of the community organisation and its representative.
 - A **four**-page description of the operations management principles that were used during the project (the group's perspective), as well as those operations management principles that were actually implemented by the community organisation based on the proposals by the study group.
 - A **two**-page description of the operations management lessons learnt by the study group during the project.
 - A **three**-page description of the value that the project had for the study group members.

Apart from the formal report, include the following as attachments.

- A testimonial (or testimonials) by representatives of the community organisation. (As many as you want to include)
- A photo journal of your project, your involvement, the value that you have added and the benefactors from the project. (Unlimited length). This could be in the form of a Youtube video. Make sure that you consider ethical considerations (such that the faces of neglected kids are not supposed to be shown). Clear the ethics issues with your community organisation's management. Should you wish to provide a Youtube video, give an address (URL) or a "hyperlink".

Maximum length: 10 A4 Typed pages (excluding attachments), 12 font Arial, 1.15 spacing. Note, not all organisations can/will use all operations principles taught (an example of a principle taught in the module that some community organisations might not use is new product development). Only address those principles that made a difference to the organisation.

Criteria for marking group assignment (MBA)	
1 (30%)	Marking of 3-slide PowerPoint shows handed in during every contact session. This includes:
1.1	Understanding of how the underlying theory is applied at the community organisation
1.2	Practical proposals to the community organisation
2 (30%)	The final report handed in during contact 8. Marks are awarded for:
2.1	Operations principles used
2.2	The difference made to the community organisation
3 (30%)	Peer rating of presentation during final contact session. Marks are awarded for:
3.1	Operations principles used (as per their need)
3.2	Difference made (including sustainability)
3.3	The difference that the project made to you as a group
4 (10%)	General quality