MBA OPERATIONS MANAGEMENT INDIVIDUAL ASSIGNMENT

Continuous. Final portfolio due on 21 May

Introduction: Unlike other courses during your MBA studies, there is no single individual assignment for Operations Management. You will study operations management principles in your own organisation.

The organisation: You must get permission from your own company (where you are employed) to analyse operations management in the organisation. On e-Fundi there is a draft letter that your employer has to complete in which you are granted permission to analyse the organisation. Any information that you submit will be treated confidentially, should the organisation wish us to do so. You could even use a pseudonym for the organisation to ensure anonymity. For those of you that are presently unemployed, you have the option to choose any organisation of your choice to analyse, as long as you do it with the permission of the management of such company. If you are working for a division of a large corporation, rather analyse the division or even one section inside the division. Some issues (such as supply chain management) could go beyond the boundaries of such a section, but the section should be the common denominator. (From here on I shall refer to "your organisasion"). Note, although you have the option of choosing an organisation other than your own, from past experience it is advisable to use your own workplace as your "laboratory".

Preparation for the assignment: All the slides for the semester are pre-loaded on efundi with narrative comments attached. Before you attempt the assignment, you should go through the slide show, as well as through the respective chapters in the textbook (Heizer, Render & Monson).

Your assignment: From contact 1 through to contact 6 you will be required to submit some evidence that you have done the self-study and for two contact sessions you will have to submit proof that you have applied the content to your own organisation. You can choose for which two contact sessions you would like to submit a long assignment. During the semester you have to summarise each topic, and for those contact sessions that you have chosen, you have to describe the application of that topic in your organisation and suggest improvements based on the theory to the way that that specific issue is presently handled in your organisation. You will have to submit your weekly submissions **as pdf files** in the following format:

1. Name of the document: Surname-First name-Student number-Contact session.pdf (*Example: Lincoln-Abe-12345678-Contact1.pdf*). It is vital that you follow these instructions closely to enable a proper filing structure. Incorrectly labelled documents will NOT be marked.
2. Font: Arial or Calibri, Size: 12 point, Spacing: 1.15, Margins: 2cm all sides.
3. You do not need to supply a cover sheet other than the one on the template. Submission on eFundi includes a pledge that it is your own work. All submissions pass through Turnitin.com, so that copying of someone else's work will be detected. (I presume that the theory page would include some second-hand quotes. This is permissible.)
4. First page: (short and long submission) Give a **brief** theoretical discussion of the theory covered in the slide show. Use bullet points for better structure and easier readability. At the bottom of the page, you should list any issue that you still do not understand. Note: You are allowed **maximum** one page per topic (chapter), including the issues that you still don't understand on that topic. Although this could therefore cover more than one page, I shall refer to a "one-pager"
5. Second page (if you have selected to do the long submission): Give a summary of how the theory is applied in your organisation at present. (One page maximum!)

6. Third page (if you have selected to do the long submission): Based on the theory, supply suggestion to improve this aspect of management in your organisation. If you really think that this issue is already optimally handled by the organisation, you must supply reasons based on the theory why you say so. Ensure that your suggestions are practically implementable. If it would require fixed or working capital, give an estimation of the cost. (The secret is to pick the low-hanging fruit first!)
7. Some sections require diagrams that will not fit on your three pages. If that is the case, you are allowed one page with diagrams. It is up to you to use this page optimally. The diagrams must be part of the pdf-document and must NOT be supplied as separate documents in any file format. Failure to abide by these instructions will cost you marks.
8. **Deadlines:** Each contact session's assignment must be submitted on e-Fundi not later than 23:55 (five minutes before midnight) on the last Wednesday night before the contact session. Submissions close electronically and late submissions, e-mailed submissions or hard copies will be regarded as not submitted. Print your e-Fundi receipt and keep it, should there be a dispute regarding submission. I DO NOT REQUIRE A HARD COPY. The reason for this deadline is that it gives me sufficient time to prepare some of the submissions to be used as case studies in the class.

A final note: Although I only require that you have to hand in two submissions, you need to include all topics in your final portfolio. It is advisable that you do that during the semester, and not wait for the hand-in date before completing this. If you do it properly it will give you tremendous insight into your organisation and the value that the organisation adds, and those of you that experience the most difficulty in defining the issues will probably get the most value from the assignment. This assignment will clearly indicate your understanding of your company from a management perspective. You should therefore start directly after the study school! Doing it properly will make you an extremely valuable member of your organisation. You do this assignment for yourself, not for me! Furthermore, during contact 8 you have to submit a full portfolio of evidence, of which these individual submissions will form the core. This portfolio of evidence must contain the contents of ALL SIX PRIOR CONTACT SESSIONS (not just those that you had to hand in) and it will count as your examination mark! Therefore, do it right the first time for your own benefit. Therefore, if you want to submit more than the required two long submissions, you are welcome and they will be marked.

On e-Fundi there is a template for the assignment, as well as a letter to your employer regarding this assignment. You must show this letter to him/her and **bring me a signed copy during contact session 1.**

I do not require referencing in this assignment. Should you wish to cite sources, all references must be done using the Harvard referencing style.

The total length of the short assignment (one-pager: theory page only) must not exceed one page per chapter and for the long assignment (2 selected contact sessions), it must not exceed the three additional A4-pages (One theory page per chapter, present state, suggestions for improvement, diagrams). Font: Arial or Calibri 12 pt, 1,15 spacing. The cover page is page zero**.** *(Example: For contact 1 you cover two chapters: If you choose the one-pager, you give me the cover page with your name and student number plus two theory pages. If you choose the three-pager, your send me the cover page, two theory pages, one page describing the present situation in the organisation, one page with recommendations based on the theory, and a possible last page with diagrams.)*

NB: Only eFundi copies will be marked. Do not wait until the last minute, because the eFundi system will be overloaded!

For the short submission (every contact), you will receive a mark out of 10, which, when added up, will count 20% towards your participation mark.

For the long submission (two or more contact sessions) you will receive a mark out of 100, which, when added up, will count 80% towards your participation mark.

Criteria for marking individual assignment for two selected contact sessions	
1	Content
1.1	Summary of theory: (10)
1.2	Application in your organisation (30)
1.3	Suggestions for improvement (30)
2	Insight (10)
3	Layout and technical aspects (10)
4	Marker’s general impression (10)