## 242822 Workplace Research Assessment

For this assessment you have to prove that you are able to employ a systematic approach in order to achieve objectives. You have to:

* Identify and develop objectives
* Formulate a plan to meet the objective
* Implement the plan
* Monitor activities

In order to prove your competence, you have to undertake the following activities and attach relevant documentation such as minutes of meetings, task lists, reports, etc.

All activities to be undertaken at the workplace in consultation with your team and should refer to the goals and objectives set for your team.

1. Write a statement of general intent. This statement must specify the aim, according to identified needs
2. Specify measurable parameters that will meet the need. These measures must include: performance outputs, cost, quantity, quality, dimensions, tolerances, deadlines and safety
3. You have to encourage the involvement of team members to refine the objective and the measurable parameters
4. You and your tea have to obtain and verify the information you will need in order to specify the tasks you have to perform to achieve the objectives
5. Develop a task list and sequence tasks according to priority, and resources allocated
6. Estimate time allocations according to the requirements to achieve objectives
7. Establish criteria for success that will help you to monitoring progress. Criteria for success must include checkpoints, indicators and contingency plans, avoiding potential threats, that measure output from tasks in terms of quality and quantity
8. Encourage contributions from team members and motivate your decisions
9. Make sure that the plans you formulate are clear, visible and understood by all affected parties
10. Delegate tasks to team members according to the plan
11. Encourage team members to complete their tasks using their own control methods
12. Make resources according to the plan
13. Initiate measuring and checking systems to enable you to monitor compliance with the plan
14. Initiate monitoring activities in order to compare actual progress with planned progress.
15. Make sure that monitoring occurs from the start to the end of implementation and includes all elements of the plan, as well as the control measures established by team members.
16. Take corrective action is taken to bring actual results in line with planned results

#### Reflection questions

1. Think about the training programme. How has this training changed your point of view regarding goals and objectives in general?
2. How will it benefit your work as a supervisor to have a plan to achieve the objectives of your unit/section/team?
3. How will it benefit the team if they are involved in the setting of objectives and developing the plan?

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| Logbook  |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
| *e.g.* *12/9/2014* | *1* | *10:00* | *14:00* | *4* |
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