Ofqual QAN	**600/2480/X**
Quartz ID	***SAMPLE***
Qualification	**Level 5 Diploma in Business**

Unit ID	***SAMPLE***
Assessment	**Agile and Responsive Leadership**
Assessment Type	**Global Assignment**
Assessment Cycle	***SAMPLE***

Important notes

- Please refer to the *Assignment Presentation Requirements* for advice on how to set out your assignment. These can be found on the NCC Education website. Hover over 'About Us' on the main menu and then navigate to 'Policies and Procedures' then scroll to the 'Student Support' area.
- You **must** read the NCC Education document *Academic Misconduct Policy* and ensure that you acknowledge all the sources that you use in your work. These documents are available on the NCC Education website. Hover over 'About Us' on the main menu and then navigate to 'Policies and Procedures' then scroll to the 'Student Support' area.
- You **must** complete the *Statement and Confirmation of Own Work*. The form is available on the NCC Education website. Hover over 'About Us' on the main menu and then navigate to 'Policies and Procedures' then scroll to the 'Student Support' area.
- **Please make a note of the recommended word count as stated in the brief. The maximum word count limit is the recommended work count plus 10% leeway. Submissions which exceed the maximum word count limit will be marked only up to the maximum word count limit. Any text that exceeds the maximum word count limit will not be marked. You must follow the note on word count as stated in the Submission Requirements section of the brief.**
- You must submit a paper copy and digital copy (on disk or similarly acceptable medium). Media containing viruses, or media that cannot be run directly, will result in a fail grade being awarded for this assessment.
- All electronic media will be checked for plagiarism.

Introduction

This assignment requires you to demonstrate knowledge and skills you have acquired throughout the course of this module in terms of defining and understanding the principles of agile management, drawing up aims and objectives for an agile project, managing resources to deliver within time allocated and to budget, applying agile management and people management techniques and solving a clearly defined problem with a solution.

Choosing an appropriate organisation

Choosing an organisation upon which to focus involves selecting a business in which you are interested. It may be one in which you are currently working, aspire to work, or are otherwise familiar. The main focus is that you can acquire information about them easily. The following guidelines may help with your search:

Step 1: this assignment should be based on managing a project using agile management tools and techniques. This should be an activity that fits in with a chosen organisation's activities.

Step 2: select an organisation that may operate in various sectors such as pharmaceutical, electronics, manufacturing, service, retail, construction, hospitality, leisure, banking telecommunications, TV and media, healthcare, education or IT, etc. The organisation may be local, regional or have a strong national presence and/or operate internationally across many countries. If you cannot decide, then a larger organisation can usually provide information that is easy to access via their website, with current news stories, background information and operating performance through financial accounts, etc.

Step 3: When choosing an organisation you should select a company that is forward thinking, proactive and creative in its operations as this will give you plenty of scope to choose a typical project they may be involved with, e.g. new product or service development, entering a new market, implementing a new management or ICT system, launching a new product, introducing new ways of working (e.g. introducing AI or a new ethical code of practice or cyber security policy) or introducing a new online service or enhancing their website.

Researching your organisation

You can use web resources to enable you to understand the context in which your selected organisation operates. Do not limit yourself, however, to web-based sources of information. You should also use academic, industry and other sources.

The Assignment

This assignment requires you to choose a suitable organisation that is proactive and constantly keeping up with the market and changing customer needs. The work requires identifying an organisational problem, developing a project brief, assessing the challenges of the project and drawing up a project plan to ensure the project is delivered on time and within budget. Appropriate agile and project management techniques need to be applied to deliver the project successfully (complemented by lean operations) by using a suitable leadership style and satisfying stakeholders' needs.

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The module will be assessed by producing a 4000 word, fully referenced academic report that addresses the tasks given below. In order to complete the assignment, you will need to choose an appropriate organisation to research.

Instructions

Provide a brief (300 words) overview of your chosen organisation on which you will base your assignment on.

Answer all FOUR (4) questions below:

Task 1 – 25 Marks

a) Cleary define a problem that your chosen organisation is experiencing, by using a recognised problem-solving technique.

(10 marks)

b) Develop a clear project brief that will resolve the problem raised in part a) and outline the project scope, including key details in terms of project aims, budget, timeframe and intended results.

(15 marks)

Task 2 – 30 Marks

a) Assess the challenges of the project for the chosen organisation **and** potential barriers to managing the project to a successful outcome, with use of tools and techniques.

(15 marks)

b) Develop a project plan to manage the agile project to ensure it is delivered on time and within budget, using appropriate tools such as Gantt Chart and PERT analysis.

(15 marks)

Task 3 – 25 Marks

a) Justify an agile management approach **and** apply FIVE (5)***** different agile project management tools and/or techniques to successfully deliver your project.

***A total of FIVE (5) tools or FIVE (5) techniques or a combination of both**

(15 marks)

b) Explain the benefits that applying lean operations can contribute to your agile management approach.

(10 marks)

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Task 4 – 20 Marks

a) Propose a leadership style that you would deploy to influence your team to adopt an inclusive culture of equity, diversity and well-being.

(10 marks)

b) Compile a stakeholder engagement plan to identify and manage stakeholder expectations during delivery of the project.

(10 marks)

Guidance

Consult with your tutor if you are uncertain about any aspect of this assignment.

Submission Requirements

You must submit a word-processed report.

Your report should answer Tasks 1 to 4. The word count for your report is **4,000 words**.

Word Count

The word count for this assignment is **4,000 words**. Pay careful attention to the mark allocation for each task so you don't spend too much time on any ONE (1) section.

You **MUST** state the word count in the header of your assignment and declare the number of words on your assignment cover sheet. You **MUST** confirm that you have not exceeded the stipulated word limit by more than 10%.

Any words written beyond the stipulated limit will not be read by the examiners; no marks will be awarded, and no feedback provided for any text beyond the prescribed limit.

In accordance with accepted academic practice, the notion of a word count includes the following without exception:

- All titles or headings that form part of the actual text. This does not include the fly (or cover) page or reference list
- All words that form the actual essay
- All words forming the titles for figures, tables, and boxes. However, this does not include the text within boxes, tables, or figures themselves
- All in-text (bracketed) references
- All directly quoted material

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Candidate checklist

Please use the following checklist to ensure that your work is ready for submission.

Have you read the NCC Education document *Academic Misconduct Policy* and ensured that you have acknowledged all the sources that you have used in your work?	❑
Have you completed the *Statement and Confirmation of Own Work* form and attached it to your assignment? **You must do this.**	❑
Have you ensured that your work has not gone over or under the recommended word count by more than 10%?	❑
Have you ensured that your work does not contain viruses and can be run directly?	❑

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