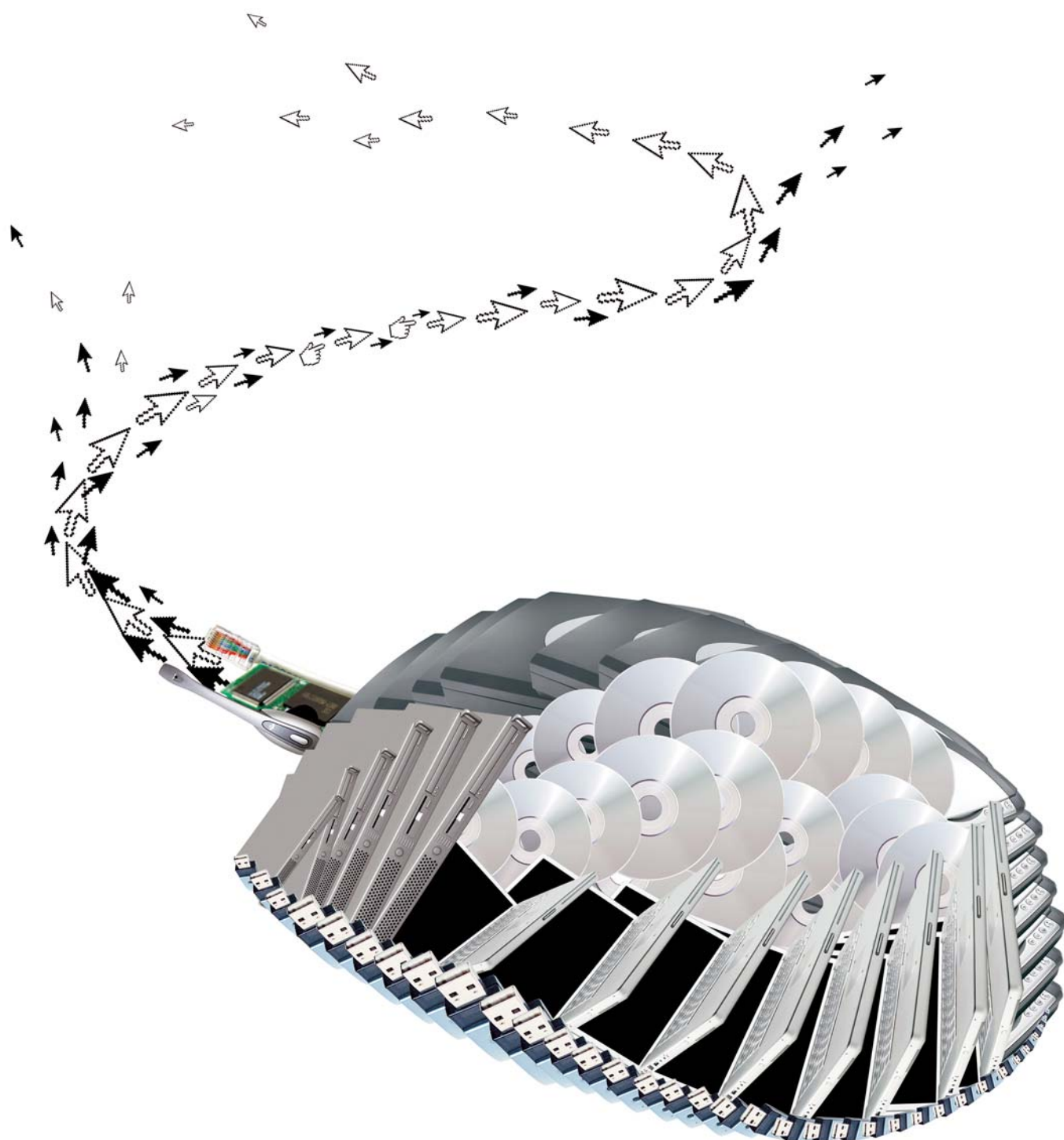


SPECIMEN PRELIMINARY MATERIAL UNIT 2 - UNDERSTANDING ORGANISATIONS





Level 3 Diploma Principal Learning

Information Technology

INF3U2/PM

Unit 2 Understanding organisations

Specimen Preliminary Material

To be opened and issued to candidates on (date) or as soon as possible thereafter.

INF3U2/PM

What you have to do

In teams of three to five fellow candidates, you must agree to choose **one** of the seven business scenarios outlined below. In your team, you must then carry out the required research to complete the **four** Pre-release Tasks in the context of the business scenario.

As an **individual** you must then write up your notes, addressing the Pre-release Tasks. Your notes **must** be word processed and follow the order of the Pre-release Tasks. These notes are expected to be of no more than **20 sides of A4**. Make sure your notes show clearly on the front cover your centre number, your name and your candidate number.

You **must** take your notes on the Pre-release Tasks into the examination. You must hand in your notes at the end of the examination, attaching them **securely** to your answer booklet. You must **not** take this Preliminary Material into the examination.

Your teacher/lecturer may teach to this Preliminary Material.

Business Scenarios

- 1 An independent health and fitness centre on the outskirts of a large UK town
- 2 A multimedia company providing services to local businesses and independent customers
- 3 A car customisation garage serving a regional geographical area
- 4 An online florists supplying nationally across the UK mainland
- 5 A hair and beauty salon with nail bar in a town centre location
- 6 A mountain bike sales and repairs shop in a town centre location
- 7 An independent supplier of handmade, bespoke kitchens

Pre-release Tasks

Task 1: Organisation structures

- (i) Identify three or four business objectives for your chosen organisation.
- (ii) Identify the major **functions** required within the organisation, and the **roles** and **responsibilities** needed to carry out these functions.
- (iii) Identify the structure of the organisation including a structure diagram clearly showing the chains of command.
- (iv) Explain why this organisational structure helps meet your business objectives.

Task 2: Business processes

- (i) Identify key business **activities** and **processes** within your organisation.
- (ii) Investigate ways in which technology can support and improve **business processes** within the organisation and how this could **enhance competitiveness**.

Task 3: Success and risk factors

- (i) Carry out a PEST analysis for your organisation.
- (ii) Carry out a SWOT analysis for your organisation.

Task 4: Implications of internal and external influences

- (i) Investigate possible ideas for the use of a range of technology-enabled solutions within your organisation.
- (ii) Discuss the benefits of each idea; you should link back to the findings of your SWOT/PEST analysis to ensure you have considered both internal/external factors.
- (iii) Discuss the costs and risks of each idea; you should link back to the findings of your SWOT/PEST analysis to ensure you have considered both internal/external factors.
- (iv) Outline the financial implications involved for each idea considered.

END OF PRELIMINARY MATERIAL