**Assignment 1: Structure Guideline**

**Title Page**

**Executive Summary**\*

**Table of Contents**

**1. Introduction** (approx. 150 words – structural elements only)

* Thesis statement
* Aim of report
* Scope of report (outline of what is included in the report)

**2. Organisational Development Theory** (approx. 400 words)

1. Critically analyse definitions of OD and justify the role of OD in change management
2. Comprehensively explain and justify one theory of planned change (Lewin’s, Action Research or Positive Model, or a combination), including a detailed explanation of the steps involved. Acknowledge criticisms of the theory.

**3. Understanding the Change** (approx. 200 words)
An analysis and justification of (1) the current state (linked to relevant organisational deficit/s in the case study) and (2) the desired future state targeted by the OD practitioner. Reading about organisational issues and targets of change (e.g. HRM, strategic, structural and/or interpersonal) on p.153 of Waddell, Creed, Cummings and Worley (2014) may inform this analysis.

**4. Managing the Change Process** (approx. 1600-1700 words)

This critical assessment of the executed change process is informed by your theory of planned change outlined in Section 2.

Ensure you include activities related to (1) entering and contracting, (2) diagnosing and feeding back diagnostic information, (3) planning and implementing change (intervention strategies & general implementation strategies) and (4) evaluating (both types of evaluation processes)/institutionalising change. Stronger responses will evaluate the activities involved in the process, with justification of their value. Don’t forget to use supporting references.

*Sub-headings are encouraged within this section. As you have already implemented change, you are evaluating the activities in the past tense. Common mistakes involve overly descriptive writing and limited researched support.*

**5. Resistance to Change** (approx. 400 words)

A critical analysis of resistance to change, including sources of resistance and strategies used to manage resistance to change. *References linked to OD theory are important in this sub-section.*

**6. Conclusion and Recommendations** (approx. 250 words)

Respond to your introduction and make logical, informed recommendations for the case study to implement over the longer term.

**Reference List\***

**Appendix or Appendices (if applicable)\***