



KD TRAINING SOLUTIONS

The Chartered Management Institute Diploma in First Line Management (Level 3)

Assessment Brief for: Resource Planning (3002)

Introduction

The purpose of this assessment brief is to give you the opportunity to demonstrate your knowledge, skills and abilities in the topic of resource planning.

You are required to produce a management report that identifies the effectiveness of the way you and your organisation uses resources. Your report should be about 2,000 words in length and be structured following the guide on your website.

Part A – Your Organisation and its Resources

This question has 1 Element:

Element 1 - Provide some background information about your organisation and give a short summary of the resources it use, highlighting any specific responsibilities you have towards them:

When answering this question you might want to consider:

- What is an organisation?
- How is your organisation structured?
- What types of business do you work for and who owns it?
- How does your business operate?
- What resources does your organization normally use?
- What are your direct responsibilities towards resource use?

Part B - Basic Principles of Resource Management

This question has 3 Elements:

Element 1 - Briefly outline the key external environment influences that might affect your organisation obtaining the resources it needs:

When answering this question you might want to consider:

- What is an environmental analysis?
- What PEST factors affect your organisation?

Element 2 – Evaluate a recent activity that did not go as expected from a resource point of view using one of the models listed below:

- Critical incident analysis
- Comparative analysis
- Historical analysis
- Forward projection

When answering this question you might want to consider:

- Why should resources be monitored?
- How well are resources monitored in your organisation?
- What records are kept of resource usage?
- What are the general resources problems you and your team encounter?
- What was your activity and why did it go wrong (using one of the models above)?

Element 3 – Suggest ways in which a current resource problem might be resolved using GAP analysis:

When answering this question you might want to consider:

- What is “gap analysis”?
- What is the problem you have from a resource point of view?
- What is the impact of the resource problem?
- What do you feel needs to be done to resolve the problem?

Part C – Your Team and Resources

This question has 1 Element:

Element 1 – Describe how you feel the level of resource availability affects the overall performance of your team:

When answering this question you might want to consider:

- Why does your team need resources?
- What conflict/competition has occurred in your experience when resources are scarce or unavailable?
- How might motivation be affected if resources are not available?
- How does your organisation reward team members in order to maintain high levels of motivation?
- What is the current overall effectiveness of your team at the moment?

Part D – Working with Money

This question has 1 Element:

Element 1 - Describe the budgeting process used in your work area, including how variances are identified and dealt with:

When answering this question you might want to speak to your financial specialist or whoever it is that deals with the allocation of budgets and consider:

- What is a budget and why are they used?
- What is the budgeting process used in your organization?
- What is your organisations principal budgeting factor?
- How are variances identified and dealt with?

How your work will be assessed

Below are the learning outcomes for this unit, matched against the assessment you will do:

Unit	Learning Outcomes	Assessment
<p>3002 Resource Planning</p>	<p>Plan resource needs with the team</p> <p>Monitor, record and control resources within the work area</p> <p>Change to resource requirements</p>	<p>Provide some background information about your organisation and give a short summary of the resources it use, highlighting any specific responsibilities you have towards them</p> <p>Briefly outline the key external environment influences that might affect your organisation obtaining the resources it needs</p> <p>Evaluate a recent activity that did not go as expected from a resource point of view using one of the models listed below:</p> <ul style="list-style-type: none"> • Critical incident analysis • Comparative analysis • Historical analysis • Forward projection <p>Describe how you feel the level of resource availability affects the overall performance of your team</p> <p>Describe the budgeting process used in your work area, including how variances are identified and dealt with</p> <p>Suggest ways in which a current resource problem might be resolved using GAP analysis</p>

Assessment Criteria

When your tutors assess your work they will apply the following criteria in ensuring that you have:

- Demonstrated knowledge of the Unit contents at the relevant depth and breadth
- Understand the topics sufficiently to apply them to your own situation
- Produced a piece of work that is communicated in a professional manner
- Provided some background information about your organisation and gave a short summary of the resources it use, highlighting any specific responsibilities you had towards them
- Briefly outlined the key external environment influences that might affect your organisation obtaining the resources it needs
- Evaluated a recent activity you know did not go as well as expected from a resource point of view, using an appropriate tool from your self study guide
- Described how you felt the level of resource availability affected the overall performance of your team
- Described the budgeting process used in your work area, including how variances were identified and dealt with
- Made a case for more effective use of resources in your work area