

**CHECKLIST – UNDERSTANDING INNOVATION AND CHANGE IN AN ORGANISATION**

<b>SUGGESTED WORD COUNT RANGE: 3,700-4,300*</b>	
<b>Learning outcome, section 1: Understand innovation and change in an organisation</b>	
<b>Assessment criteria (AC)</b>	<b>How to pass notes</b>
<p>AC 1.1 Explain the benefits of innovation and change for the organisation.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explain at least two benefits of innovation and change that are distinctly different.</li> <li><input type="checkbox"/> Explain these benefits in terms of impact for at least two areas of the organisation, e.g. staff, customers, other stakeholders, suppliers or competitors.</li> </ul>
<p>AC 1.2 Identify the barriers to change and innovation in the organisation.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify at least two barriers to innovation and change that are distinctly different.</li> <li><input type="checkbox"/> Identify the impact of these barriers on change or innovation.</li> </ul>
<p>AC 1.3 Explain practical ways of overcoming these barriers.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Refer to at least two of the barriers identified in 1.2 above.</li> <li><input type="checkbox"/> Describe at least one practical way to overcome each barrier.</li> <li><input type="checkbox"/> Explain how and why each action will overcome each barrier.</li> </ul>
<b>Learning outcome, section 2: Understand how to plan, monitor and review the implementation and communication of innovation and change in an organisation</b>	
<b>Assessment criteria (AC)</b>	<b>How to pass notes</b>
<p>AC 2.1 Describe which planning, monitoring and review techniques could be used to manage innovation and change.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describe at least one planning technique <i>and</i> at least one monitoring <i>or</i> review technique in relation to change and/or innovation,</li> <li><input type="checkbox"/> Describe the principal features of each technique as well as how each one is used.</li> </ul> <p>Note: A ‘technique’ should be a standard, identifiable method, such as a Gantt Chart or PERT Diagram, rather than just a description of the importance of planning for change, for example.</p>
<p>AC 2.2 Explain why communication is important in the successful implementation of innovation and change.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explain ways in which communication could be used to implement effective change.</li> <li><input type="checkbox"/> Explain why it is important to communicate reasons for innovation and/or change using the example of at least one area of the organisation, e.g. staff, senior management, customers or other stakeholders.</li> </ul>

Learning outcome, section 3: Understand the effects of innovation and change on people and teams in an organisation	
Assessment criteria (AC)	How to pass notes
<p>AC 3.1 Explain the possible human effects of innovation and change on people and teams in an organisation.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explain at least two possible ways that innovation and change impact people and the reasons for this.</li> <li><input type="checkbox"/> Explain at least two possible ways that innovation and change can impact teams and the reasons for this.</li> <li><input type="checkbox"/> Ensure that effects on people and on teams are <b>distinctly different</b> from each other.</li> </ul>

Verb guide			
The verbs below are used in questions and will guide you on the level of detail required in your answer.			
Identify	Describe	Explain	Assess
List the topic(s) or issue(s) and provide a supporting sentence to expand on them and add extra detail.	What something looks like, for example, its key features.	A description of the topic with a detailed justification of how and why these things are achieved.	Making a judgement based on a set criterion supported by objective evidence.

**\*Assignment word count**

Your assignment should be between 3,700 and 4,300 words. You may go over this amount by up to 20% to reach a maximum total of 5,160 words.

**Please note:**

- If your assignment is longer than 5,160 words you will be requested to shorten it.
- If your word count is significantly below 3,700 words it is unlikely that you have included enough detailed information to pass.

The word count guidelines aim to ensure focus and clarity in your writing and help you judge how much detail you need to include.