

GETTING STARTED

STEP 1

1(a). Creating the two Companies:

ORGANISATION PLANNING SKILLS

Provide the Overview Of The Businesses.

1. Create the business profile for the two companies and give the businesses legal names
 - your company the management consultant firm (a limited liability company)AND
 - the new entity that your firm represents – the client (a partnership).

2. You must outline the type and the nature of the businesses.
 - (i) What types of services are offered? What makes the company unique?
 - (ii) What are the locations?
 - (iii) What is the staff size (there should be between 10 – 15 staff in varying roles to make the business functional) and what are the different job roles and responsibilities?
 - (iv) What are the (a) Vision, (b) Mission and (c) Goals and Objectives of the business? And
 - (v) Create the organizational charts to show the reporting relations.

Setting-up your Management Firm with all the functionaries and governing structure of a **limited liability company**.

- ❖ Find similar management firms on the internet and assess their organisation and structure. Adapt put do not plagiarize their methods.
 - **Create The Business Identity:** A Name And Address For Your Firm.
 - Establish the Organisation: Create suitable (i) Vision Statements, (ii) Mission Statements, (iii) Goals (overarching goal), and (iv) Explain the Organisation Structure – Management and staff roles and relationships etc.
 - Create an overview of your services and how you deliver your services (services and functions).

- When you have completed the development and organizing of the management firm, create a company profile in 45-60 words (one paragraph) that summarizes your business, services and unique selling elements.

* Save all the business information you created. This will be useful in future assignments. However, you need only to include the company overview in the 'Introduction' section of the research project.

Setting up the Client's Firm:

This is the business that you will be advising and the focus of the research you are conducting.

- ❖ Create a line of business that you are genuinely interested in pursuing in the future.
 - Find similar companies on the internet and assess their business information. Review the organization structure.
 - Adapt but do not plagiarize their information.
- ❖ Create a business with all the functionaries and governing structure of a partnership.
- ❖ Create The Business Identity: A Name And Address For The Firm.
- ❖ Establish the Business: Create suitable (i) Vision Statements, (ii) Mission Statements, (iii) Goals (overarching goal) and SMART objectives, (iv) Organisation Structure – Management and Staff Roles And Relationships etc. and (v) define the unique qualities of the business services or goods.
- ❖ *It is important that you start-up a line of business you are interest in pursuing in the future. This will give you sufficient practice in designing the company - planning and implementing, controlling and monitoring the business activities. When you decide to start the real business you have good and genuine information and knowledge to use implement.*

1(b). When you are finished the organisation planning above for the two (2) companies you should:

Summary the information to create the company overviews:

- ❖ General Company overview for your firm - no more than 100 words &
- ❖ General Company Overview for the clients' business - no more than 150 words.

Summarize all the background information you created on each of the two companies to be used as the 'Company Overview' (The two businesses have separate company profile/overviews). The information produced is the 'profile/overview of the business' and 'the nature of the business' to be inserted in the Introduction Section of the Research Report.

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- **This should be no more than a total of 350 Words for each company profile.**
 - **Since the study is conducted on the Client. The company profile for the client should be at least 150 words.** This overview should outline your business services and unique selling elements- (unique services offered, customer value, management and leadership structure, staff, resources, operations etc.) sufficient to inform the research case study.
 - **For your company summary, focus more on the services offered and your role as a management consultant. No more than 100 Words.**
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