

STEP-BY-STEP ANALYSIS


The following represents the steps and stages to conduct and present an Organizational Analysis using the Step-by-Step Analysis Approach.

Using this method, you first provide an Introduction and Background into the organization you are analyzing. Based on a careful evaluation of data and information, your analysis draws from the principles, theories, and strategies of organizational behavior. To perform this analysis, be sure to utilize your textbook, the Library, and other credible sources.

You then make recommendations and provide alternative actions to either management or a client. This is the format that you will use for all of your assignments. It will look like the example shown below, though you will fill in the appropriate content for each of the Roman numeral areas (based on the topics of the unit).

Step I. Introduction and Background:

Provide a small introduction to issues, factors, and problems you will analyze and address from an organization behavioral standpoint.




Step II. Organizational Behavior Analysis:

Analyze the issues as they relate to the company.



Step III. Alternatives and Recommendations:

Propose and analyze alternatives for the company you are researching based on principles of organizational effectiveness. Each recommendation should include some written discussion and a corresponding rationale. It is important that these conclusions flow logically from the previous steps. Please remember: A set of recommendations must really be meaningful and realistic. The recommendations must be actionable.



Step IV. Implementation with a Contingency Plan:

Provide an implementation plan, which includes a set of actionable initiatives for issues that are prioritized, ranked in order of importance; realistic; and within the collective capabilities of the organization. Also include a contingency plan. All organizations are affected by internal or external changes; therefore, it is important to have a contingency plan in case of either unanticipated change or implementation failures.