Assignment Specification:
Computing Science with Industrial Placement,
Information Systems (Industrial Placement)

Assignment 1: Organisational Structure

Due date: 25 November 2013, 22:00

Please contact the placements coordinator (Steve Riddle) if you expect to have any difficulty meeting any assignment deadlines due to work commitments.

Objectives

- To demonstrate your understanding of the function and structure of the organisation in which you are employed
- To provide evidence of the roles and responsibilities which you are undertaking

Summary

You have now been working at your placement organisation for several weeks, and should have an understanding of the way the local organisation operates. We use "local organisation" here to indicate the immediate area of the company in which you're working: you may be working as part of a large national or multi-national company, but for this assignment you should concentrate on this local view of the organisation.

You are asked to submit a **short** (up to 2 pages) overview of the main function and structure of the local organisation, how you (or your team, group or sub-unit) fit into that structure, and your current roles and responsibilities. You may choose to use illustrative charts to model the structure: any existing charts which you use or adapt must be acknowledged.

Assessment criteria

The submission will be marked out of 10. This submission constitutes 10% of the total assessment for the Industrial Placement. The placement year itself is assessed as pass/fail; marks for the individual assignments do not contribute to your overall degree classification, which is awarded based on your stage 2 and stage 3 marks.

Marks of 7 or above will be obtained for a clear, concise description of the local organisational function and structure, with an illustrative chart identifying how you (or your team, group or sub-unit) relate to the organisational hierarchy, and a clear description of your own roles and responsibilities.

Submission

Submit your assignment as a Word .doc or PDF file, through Ness in the normal way.