### **Scheme of Work**

**COURSE:** ABE Level 5 Analytical Decision-making

| **Element, Learning Outcome and assessment criteria** | **Session title** | **Topics covered** | **Approx.**  **Duration** | **Session Plan** | **Resource** | **Formative Activity** |
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| Element 1  LO1  1.1 | **Concepts of decision-making** | Definitions and concepts of organisational decision-making  Nature and types of decision-making  Decision-making in context | 3-4 hours | 5UADM Session Plan E1 | 5UADM Presentation E1 | 5UADM E1 LO1 Activity 1 - Concepts of decision making  5UADM E1 LO1 Activity 2 - Decision Making Responsibilities  5UADM E1 LO1 Activity 3 - Strategic decisions by sector  5UADM E1 LO1 Activity 3 - Strategic decisions by sector  5UADM E1 LO1 Activity 5 - Decision Making in Context HOMEWORK |
| Element 1  LO1  1.2 | **Decision-making processes** | Decision-making frameworks  Decision-making processes (models)  Problem-solving | 3-4 hours | 5UADM Session Plan E1 | 5UADM Presentation E1 | 5UADM E1 LO1 Activity 6 -Client expectations  5UADM E1 LO1 Activity 7 - DMU  5UADM E1 LO1 Activity 8 - Value Chain in Ohsin Engineering  5UADM E1 LO1 Activity 9 – Issues and problems  5UADM E1 LO1 Activity 10 - Decision-making processes HOMEWORK |
| Element 1  LO1  1.3 | **Role of business analytics** | Analytics in decision-making  Role of the business analyst | 3-4 hours | 5UADM Session Plan E1 | 5UADM Presentation E1 | 5UADM E1 LO1 Activity 11 - Analytic Activities  5UADM E1 LO1 Activity 12 – Job roles and responsibilities  5UADM E1 LO1 Activity 13 - Analytics in practice HOMEWORK |
| Element 1  LO1  1.4 | **Contemporary and emerging themes** | Globalisation  Global business environment – corporate governance, ethics, CSR  Environmentalism  Technology  Data issues | 3-4 hours | 5UADM Session Plan E1 | 5UADM Presentation E1 | 5UADM E1 LO1 Activity 14 – Driver for change  5UADM E1 LO1 Activity 15 - Economic trends  5UADM E1 LO1 Activity 16- Stakeholder needs and expectations  5UADM E1 LO1 Activity 17 Contemporary and emerging themes 1 |
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| Element 2  LO2  2.1 | **Management information and systems** | Concepts of the learning organisation  Role of management information  Management Information Systems | 3-4 hours | 5UADM Session Plan E2 | 5UADM Presentation E2 | 5UADM E2 LO2 Activity 1 – Management Information Systems and Structure  5UADM E2 LO2 Activity 2 – Fake Data Case study  5UADM E2 LO2 Activity 3 – Data Retrieval - VACS  5UADM E2 LO2 Activity 4 – Data Retrieval HOMEWORK |
| Element 2  LO2  2.2 | **Data sources and technology** | Data sources  Business intelligence  Technology | 3-4 hours | 5UADM Session Plan E2 | 5UADM Presentation E2 | 5UADM E2 LO2 Activity 5 – Data Sources  5UADM E2 LO2 Activity 6 – BI – Technology in action  5UADM E2 LO2 Activity 7 – Pre-session preparation |
| Element 2  LO2  2.3 and 2.4 | **Information in contemporary business functions** | MIS in business functions  Focus on marketing, finance, Procurement, production and other functional areas  Contemporary issues | 3-4 hours | 5UADM Session Plan E2 | 5UADM Presentation E2 | 5UADM E2 LO2 Activity 8 – Information in functional areas  5UADM E2 LO2 Activity 9 – Types of researched data  5UADM E2 LO2 Activity 10 – Data usage in marketing  5UADM E2 LO2 Activity 11 – Finance and accounts  5UADM E2 LO2 Activity 12 – HSBC  5UADM E2 LO2 Activity 13 – Procurement  5UADM E2 LO2 Activity 14 – Production and operations  5UADM E2 LO2 Activity 15 – Services  5UADM E2 LO2 Activity 16 – Data validity HOMEWORK |
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| Element 3 LO3  3.1 | **Project planning** | Project definitions  Step 1: Project brief  Step 2: Project plan | 3-4 hours | 5UADM Session Plan E3 | 5UADM Presentation E3 | 5UADM E3 LO3 Activity 1 – The Project Brief  5UADM E3 LO3 Activity 2 – Project planning  5UADM E3 LO3 Activity 3 – Nestle in Society HOMEWORK |
| Element 3  LO3  3.2 | **Project research** | Step 3: Research  Design framework  Primary research  Secondary research  Data collection and organisation | 3-4 hours | 5UADM Session Plan E3 | 5UADM Presentation E3 | 5UADM E3 LO3 Activity 4 -Research design  5UADM E3 LO3 Activity 5 – Data collection at Fashionista (Part 1)  5UADM E3 LO3 Activity 5 – Data collection at Fashionista (Part 2)  5UADM E3 LO3 Activity 6 – Data Cataloguing  5UADM E3 LO3 Activity 7 – Nestle in Society Step 3 HOMEWORK |
| Element 3  LO3  3.3 | **Analysis** | Step 4: Analysis  Quantitative data  Qualitative analysis | 3-4 hours | 5UADM Session Plan E3 | 5UADM Presentation E3 | 5UADM E3 LO3 Activity 8 – Productivity at Fashionista  5UADM E3 LO3 Activity 9 – Financial Ratios at Fashionista  5UADM E3 LO3 Activity 10 – Rival Advertising campaigns  5UADM E3 LO3 Activity 11 – Nestle – Analysing Data HOMEWORK |
| Element 3 LO3  3.4 and 3.5 | **Interpretation and validity** | Step 5: Interpreting data  Risk and validity factors | 3-4 hours | 5UADM Session Plan E3 | 5UADM Presentation E3 | 5UADM E3 LO3 Activity 12 – M&S Descriptive and inferential data  5UADM E3 LO3 Activity 13 – STEEPLE for smartphone markets  5UADM E3 LO3 Activity 14 – Smartphone market trends  5UADM E3 LO3 Activity 15 – Business capabilities of Apple  5UADM E3 LO3 Activity 16– Interpreting SWOT for Apple  5UADM E3 LO3 Activity 17 – Nestle – Interpreting data HOMEWORK |
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| Element 4  LO4  4.1 | **Option development** | Developing options  Business modelling | 3-4 hours | 5UADM Session Plan E4 | 5UADM Presentation E4 | 5UADM E4 LO4 Activity 1 – Cause and effect  5UADM E4 LO4 Activity 2 – Gap analysis  5UADM E4 LO4 Activity 3 – Business modelling  5UADM E4 LO4 Activity 4 - Nestle Option Development HOMEWORK |
| Element 4 LO4  4.2 | **Scenario Planning** | Scenarios – alternative futures  Scenario planning as a process | 3-4 hours | 5UADM Session Plan E4 | 5UADM Presentation E4 | 5UADM E4 LO4 Activity 5 – What if..?  5UADM E4 LO4 Activity 6 – Delphi Technique  5UADM E4 LO4 Activity 7 – BSC Perspectives  5UADM E4 LO4 Activity 8 – Developing options for Nestle HOMEWORK |
| Element 4  LO4  4.3 | **Selection and recommendation** | Selection evaluation  Scoring  Decision trees  Other factors for evaluation  Risk mitigation | 3-4 hours | 5UADM Session Plan E4 | 5UADM Presentation E4 | 5UADM E4 LO4 Activity 9 – Scoring options for Fashionista  5UADM E4 LO4 Activity 10 – Decision trees at Fashionista  5UADM E4 LO4 Activity 11 – Heathrow CBA  5UADM E4 LO4 Activity 12 – Nestle Selecting options and risk management HOMEWORK |
| Element 4 LO4  4.4 | **Reporting** | Reporting considerations  Reporting formats  Communication | 3-4 hours | 5UADM Session Plan E4 | 5UADM Presentation E4 | 5UADM E4 LO4 Activity 13 – Stakeholder Media  5UADM E4 LO4 Activity 14 – Nestle in Society - Presentations |