

Assignment Details and Rubric



This Assignment addresses the following unit outcomes:

- Identify characteristics of vertical and horizontal organizational structures.
- Distinguish between levels of authority in an organization.
- Discuss delegation.

After watching the scenario, completing the assigned readings and completing the practice Learning Activities, paying particular attention to the section on authority, compose an interoffice memo from Lei to Dalman. The purpose of the memo is to describe the impact of creating this new position. In typing your memo from Lei to Dalman, be sure to respond to the following:

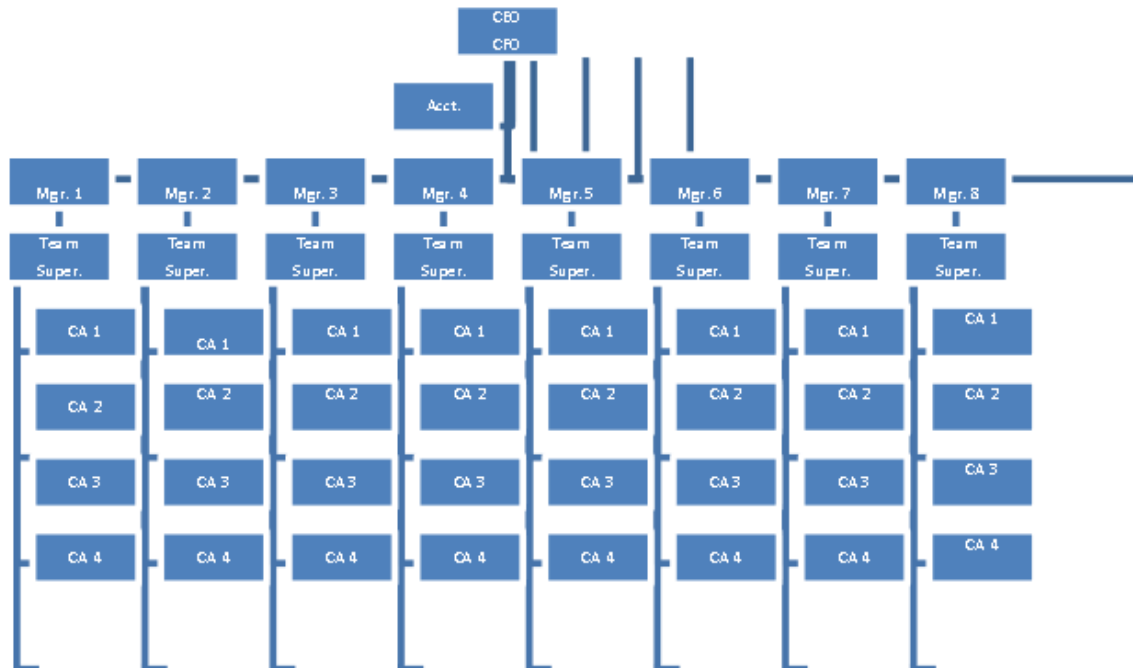
1. How would creating a new coordinating position between the CEO and the location managers help the business to grow?
2. Is promoting an existing manager the best option to fill this position? If not, what is an alternative source to fill the position?
3. Who within the company should make these decisions?
4. List the levels of authority (management) that Sandwich Blitz, Inc. would have if the new position is created.

Dalman and Lei have discussed two possible avenues to grow and expand Sandwich Blitz, Inc. One possible strategy would be to franchise locations. Another strategy would be to secure venture capital to finance an internal expansion by opening more company-owned shops. Dalman feels that he just does not have time to investigate these options because he is spending an increasing amount of his time assisting the location managers. Lei noted that two of the location managers have exhibited a lot of skill in the management of their locations and perhaps a new position could be added to coordinate with the location managers. This would free Dalman to work on these larger issues.

After reading the scenario above, the assigned readings in the textbook and completing the practice Learning Activities, paying particular attention to the section on authority, compose an interoffice memo from Lei to Dalman. The purpose of the memo is to describe the impact of creating this new position. In typing your memo from Lei to Dalman, be sure to respond to the following:

1. How would creating a new position between the CEO and the location managers help the business to grow?
2. Is promoting an existing manager the best option to fill this position? If not, what is an alternative source to fill the position?
3. Who within the company should make these decisions?
4. List the levels of authority (management) that Sandwich Blitz, Inc. would have if the new position is created.

Sandwich Blitz, Inc. Organizational Chart



Submission Instructions:

Draft your Assignment paper of at least one full double-spaced page in length, using size 12-point size font in MS Word format. Be sure your paper is well written in paragraph form, with correct spelling, grammar, and punctuation. Name your file according to the Kaplan file-naming convention. Submit your Assignment to the correct unit Dropbox for grading before the close of the unit as an attachment.

This Assignment addresses the following unit outcomes:

- Identify characteristics of vertical and horizontal organizational structures.
- Distinguish between levels of authority in an organization.
- Discuss delegation.

AB140 Unit 4 Grading Rubric	Percentage	Possible Points
<p>Content, Focus, Use of Text and Research:</p> <p>Response successfully answered the Assignment question(s); thoroughly used the text and other literature.</p> <p>How would creating a new position between the CEO and the location managers help the business to grow?</p> <p>Is promoting an existing manager the best option to fill this position? If not, what is an alternative source to fill the position?</p> <p>Who within the company should make these decisions?</p> <p>List the levels of authority (management) that Sandwich Blitz, Inc. would have if the new position is created.</p>	50%	18

Analysis and Critical Thinking: Responses demonstrated critical thinking and analysis and exhibited application of information.	30%	10
Spelling, Grammar, and Format: Clear business writing. Spelling and grammar are acceptable. Formatting follows instructions.	20%	7
Total	100%	35