

Unit 2 Assignment: Individual Project



You will be adding the information in this Assignment to the Assignment Template you began using in Unit 1. Do not submit this Assignment as a separate document but as a continuation of your change document. For this project you will be creating two process diagrams. The websites below provides general instructions and visuals on how to use MS Word to create your process change diagram. Their use is not mandatory and they are only suggestions. You may wish to do research on your own to find other ways to prepare process diagrams.

[TechRepublic: Create process diagrams in less time with Word 2007's SmartArt](#)

Please click on the Directions Icon below to view your assignment details.

Hint: For details on using drop boxes in this course, click on the **Academic Tools** tab above, then **Dropbox Guide**.

Individual Project Details

Below are the details of the tasks that you have to do for this unit:

5. Prepare **two general process diagrams (see figure 9.2)** for the Business Process Change you identified for question #2 in Unit 1.

5a. Diagram the current process steps taken by the organization for the process.

5b. Diagram any adaptations to the process steps after the change process is approved.

6. Evaluate and address the importance of the existing and future diagrams and how they assist the organization in determining the validity of the suggested change (your response to this question should be 3-5 paragraphs in length).

[Unit 2 Assignment Grading Rubric](#)