

Name:

Date:

Class:

Lesson 13.1

Practice Your Understanding

1. Analyze each scenario to identify which of the six functional areas of management is described. The six functional areas of management include *strategic, financial, marketing, human resources, operations, and information.* (13.1-1)

- a. A manager assigns a team to inspect newly manufactured products for potential defects.

Answer:

- b. A manager creates a recognition program to reward retail associates who exceed their monthly sales goals.

Answer:

- c. A manager listens to a team present their ideas for a new promotional campaign.

Answer:

- d. A manager develops a video that teaches employees about the proper actions to take when they receive a suspicious email.

Answer:

- e. A team of top-level managers discusses the pros and cons of opening a new store location in the coming year.

Answer:

- f. A manager consults with a third-party auditor to ensure the company is following federal tax regulations for corporations.

Answer:

2. Debate which of the five management processes is most critical for your business. Next, determine which process you would find the hardest to perform. Explain your answers. (13.1-2)

Answer:

3. Professional behavior is required in the workplace. Construct one paragraph describing what professionalism means to you. In your writing, include how you can demonstrate responsibility and a productive work ethic to help employees perform their assigned tasks. (13.1-3)

Answer:

4. The five phases of project management include *initiation*, *planning*, *execution*, *controlling*, and *closing*. Determine which phase of project management is described in each of the following statements. (13.1-4)

- a. The project manager works with upper-level executives to set the goals, timeline, and budget, as well as identifying potential constraints, for the development of a new employee evaluation program.

Answer:

- b. The project manager presents the team's preliminary ideas for the new employee evaluation system for feedback.

Answer:

- c. The project manager selects team members and assigns their responsibilities.

Answer:

- d. The project manager asks each team member to write a reflection describing what they have learned from their experience.

Answer:

- e. The project manager analyzes progress and determines the team is on track to finish within budget.

Answer: