Assignment 1 – Vision, Mission, & Organizational Structure

Objective:
- Develop a Mission Statement
- Complete a SWOT analysis for your organization
- Establish strategic goal(s) for your organization
- Create the most functional organizational structure given your mission and human resource issues

Criteria: (See Pages 124-126 in text)
- **Mission** – A broadly stated definition of the basic organization scope of operations that distinguish it from similar types of organizations

- **SWOT** – see pages 124-126. For example, when you identify a Weakness, make sure you ask, “why is it a weakness.” Investigate the **Strength, Weakness, Opportunity or Threat** that you can or will see for your organization as you plan for your Human Resource (HR) activities.

- **Strategic Goals/Objectives** - What is the desired organizational outcomes that must be reached in order to accomplishing your mission.

- **Organization Structure** – What does your **HR organization** look like in the context of being one function of your organization? Can you identify each HR position by name and who in your group is performing that function? Begin thinking about writing down what are job descriptions and job specifications of those HR jobs.

Deliverable:
- 1 page Mission Statement (suitable for framing). In other words, turn in a mission statement that you would display in your offices. (You don’t have to frame it…just make it suitable for framing.
- Complete SWOT analysis (Bullet Form) for your organization. No more than one (1) page. Every organization has S’s & W’s & every environment has O’s & T’s. This should quickly tell us about your organization.
- Identify three strategic objectives your organization is attempting to attain (half page).
- Draw out & quickly describe the HR element in the organization (half page)

**Due Date:**
- MAN3301 MW CLASS: class period on Wednesday, 7 Sept 2011
- MAN3301 TR CLASS: class period Thursday, 8 Sept 2011