**CHECKLIST FOR FINAL IA DRAFT! MAKE SURE YOU ARE COVERING ALL OF THIS!**

IF YOU DECIDE NOT COVER SOME OF THIS LIST, I WILL JUST REFER YOU BACK TO THE PROBLEM, E.G IF YOUR RESEARCH PROPOSAL IS MORE THAN 500 WORDS YOU WILL NOT BE FULFILLING CRITERION A1 SO I WILL THEREFORE JUST PUT A COMMENT NEXT TO IT – A1.

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| A Research proposal and action plan |
| Research proposal |
| A1 - It is no more than 500 words (Action plan and anticipated difficulties do not count in the word count as they are in tables) |  |
| A2 - There is an action plan that identifies possible sources of information and also details any modifications made during the investigation – there should be a fair few modifications as nothing goes according to plan |  |
| A3 - Anticipated difficulties have been noted – there should be at least three of these. Make sure you do not talk about not getting the financial details – the IB encourages you not to do a project if you can’t get any financial data so don’t mention that you can’t get it. We will work around it trust me it wont matter as long as you don’t mention it |  |
| A4 - The research proposal is a working and active document – this means it is open to change as in you can add in more dates and modifications to your action plan and you can change the areas of the syllabus that you are planning to cover as your analysis develops. But I am sure most of you now have the theories that you want to use. Have a look at the examples one I have put up to see the expansive range of theories that you can use to help your analysis |  |
| A5 - The research question looks forward and enables a recommendation to be made. |  |
| A6 - The project is realistically achievable.  |  |
| A7 - The teacher and student both agree that the research question can be addressed within the word limit. |  |
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| Action plan |
| A8 - Contacted individuals within the organization are identified. |  |
| A9 - There is a clear structure in the action plan and it is in a table |  |
|  B Use of theoretical concepts, sources and data (written report) |
| B1 - There is sufficient primary research – make sure at least 20 questionnaires/surveys have been done, if they haven’t just double your answers to pretend you have. Also make sure at least one interview has been carried out |  |
| B2 - There is sufficient secondary research – this is not nearly as important as primary research but there does need to be something secondary in there. |  |
| B3 - Sources of data have been clearly identified. |  |
| B4 - Relevant theory is applied to the organization under investigation – make sure the theory you are using makes sense and applies to the company when using it for example if you use a motivation theory makes sure it is the appropriate one for your company and your results etcB5 – Make sure there is a section for ‘Main Findings’ in which you list the main findings of your research, the main findings that you are going to analyse next in the ‘Analysis’ section. B6 – There are some graphical representations of the main findings, i.e. pie charts, bar charts etc. These can either be in the ‘Main findings’ or ‘Analysis’. Don’t over-do it with these, just do it for the main bits of primary research |  |
|  C Analysis and evaluation (written report) |
| C1 - The ideas are coherent and consistent – make sure if you have mentioned about using five areas of the syllabus you are going to look at, that you have actually used those theories in your analysis. You want to aim to use key business terminology/one of the theories you have listed in your key areas of the syllabus in every paragraph of your analysis of results. Obviously it is not always appropriate and that is fine but try and stick to that aim. |  |
| C2 - There is evidence of critical, reflective thinking – make sure you are also talking about the limitations of your research/results and how this affects your analysis and decision making regarding the question of the IA |  |
| C3 - Judgments are made. |  |
| C4 - There is evidence to back up the analysis and evaluation. |  |
|  D Conclusions and recommendations (written report) |
| D1 - There are both conclusions and recommendations. Maybe you want to recommend further research as yours was limited with time and less resources available to you. You want to try and suggest 2 – 3 recommendations or maybe another might be maybe they should do a trial run of your idea and see if it succeeds or maybe they should lease the asset rather than purchasing it so if it doesn’t work the business doesn’t lose as much capital on it if it bought it outright. Something that your research suggests they should do before or after introducing your idea. Also it is advisable you use lewins force field just before you write your overall conclusion and recommendations. If you are unsure how to use it just look it up in Hoang textbook, it is unit 1.8. Put this at the end of the analysis or at the start of the conclusion. This will help back up whether to introduce your idea for the business or not as it will lean to one side when you add up the driving forces and restraining forces. |  |
| D2 – Your conclusion refers to the research question. |  |
| D3 – Your conclusions refer to previous discussions |  |
| D4 – Your conclusions refer to your findings. |  |
| D5 - There are no inconsistencies with previous discussions, that is, new ideas not previously discussed. |  |
| D6 - Recommendations have been substantiated and are realistic. |  |
| D7 - Unanswered questions have been acknowledged. |  |
|  E Value to management (written report) |
| E1 - The report is within the word limit. (Research Proposal = 500 words, Executive Summary = 200 words, Main Body = 2000 words (NOT including bibliography, appendix, titles, tables/graphs) |  |
| E2 - There is an executive summary. |  |
| E3 - Subject­specific terminology has been used throughout the report. |  |
| E4 - There is a bibliography. |  |
| E5 - The bibliography and references follow a consistent format. |  |
| E6 - There are appendices that are relevant and have been referred to in the main body of the text. |  |
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| E7 - The word count is provided on the report. |  |
| E8 - The research question has been answered. |  |