

Assessment 2 - Market research

Student Name:	
Student ID No:	

Performance objective

In this assessment you are required to contract and manage an external consultant to complete research for your organisation, and monitor work activities in regard to the research project.

Assessment description

You need to meet with a consultant and complete a contract to secure their services for the required research activities. You also need to monitor, manage and report on work activities, to ensure that the research project remains in alignment with the research plan.

Assessment instructions: -

From the case study provided you are required to complete the following steps:

1. With the supplied generic external consultants contract, you need to meet with the identified consultant (your assessor) from the case study and revise the contract to suit your requirements as the manager of the market research.
2. Using the supplied work activity information, develop weekly monitoring reports that:
 - **Progress of project:** describes the progress of the market research project
 - **Adherence to plan:** describes the adherence of work activities to the research plan
 - **Contractor performance:** describes whether performance of external contractors is in line with expectations and contractual requirements.

Submission should include: -

You must provide:

A revised signed contract for the identified consultant (Step 1)

A series of written Weekly Monitoring Reports (Step 2)

Your assessor will be looking for:

Evidence that you have examined the case study and have understood the requirements of contract research consultants for the organisation.