



Management Functions

Script Project

Management Functions

- At the most fundamental level, management is a discipline that consists of a set of five general functions: **planning, organizing, staffing, leading and controlling**. These five functions are part of a body of practices and theories on how to be a successful manager.

Your Task



- Imagine you are the manager of a retail store. Write a detailed script of your interactions with co-workers demonstrating the effective use of each management function.

Project Requirements

Your script must:

- Provide 3 examples for each management function and highlight each example you provide using the following color code:
 - Planning examples are yellow
 - Organizing examples are green
 - Staffing examples are turquoise (light blue)
 - Leading/Directing examples are fuchsia (purple)
 - Controlling examples are grey
- Be formatted as a script
 - Maintain a professional tone throughout
 - Contain no errors in spelling, grammar, or mechanics



Basic Script Formatting



- Use 1 inch margins
- Use 12 pt. Courier font
- Write in italics to describe the setting or actions
- Use names followed by a colon to indicate the speaker
- Skip a line between each speaker and scene
- Script must be a minimum of 2 pages in length

Step-by-Step Instructions

1. Brainstorm real-life examples of each management function that could occur in a business environment.
2. Create your characters.
3. Open a word processing program and follow formatting instructions.
4. Write a script utilizing the examples you brainstormed.
5. Highlight each example as you go.



Grading Rubric

Criteria	Points Possible
Script includes at least 3 solid and accurate examples of each management function: <ul style="list-style-type: none">• Planning (20 pts.)• Organizing (20 pts.)• Staffing (20 pts.)• Leading/Directing (20 pts.)• Controlling (20 pts.)	100
Script is highlighted with the following color code: <ul style="list-style-type: none">• Planning examples are yellow (10 pts.)• Organizing examples are green (10 pts.)• Staffing examples are turquoise (light blue) (10 pts.)• Leading/Directing examples are fuchsia (purple) (10 pts.)• Controlling examples are grey (10 pts.)	50
Script follows format: <ul style="list-style-type: none">• Courier New, 12 pt. font (5 pts.)• Font used to describe setting or actions is italicized (5 pts.)• Speakers name is followed by a colon then text (5 pts.)• Line is skipped between each speaker (5 pts.)• Minimum 2 pages (5 pts.)	25
Professional tone is used throughout and there are no errors in spelling, grammar, or mechanics	25
TOTAL	200