

Business Administration Fundamentals

Assignment Guidelines:

This task invites you to explore the core principles of business administration and examine how they continue to shape organisational success in an AI-driven world. You are expected to critically engage with foundational management concepts—planning, organising, leading and controlling—while considering how artificial intelligence is reshaping decision-making, operational efficiency, leadership practice and strategic direction. The aim is to connect classical business administration theory with contemporary AI-enabled practice, showing both continuity and change.

Your work should demonstrate a clear understanding of how traditional administrative functions operate, where AI creates new possibilities or pressures, and how managers can lead organisations responsibly through this transition. Practical relevance, critical thinking and thoughtful recommendations are essential.

Submission Format:

- Type: Detailed project report
- Font: Times New Roman, Size 12, Double Spaced
- Word count: 3,000 – 4,000 words
- Submission Deadline: To be announced by the respective professors

Assessment Criteria:

- Understanding and application of core business administration concepts and frameworks – 20%
- Critical analysis of how AI is reshaping management practice and organisational design – 25%
- Application of relevant academic literature, evidence and industry examples – 20%
- Strategic insight, practical recommendations and consideration of ethical/people implications – 25%
- Structure, academic writing quality, presentation and APA referencing – 10%

Mandatory Sections:

- Title Page
- Table of Contents
- Abstract
- Introduction
- Literature Review
- Methodology / Approach
- Findings / Analysis
- Discussion
- Conclusion and Recommendations
- References
- Appendices (if applicable)

Assignment Task – Choose ONE of the following written assignments:

Option 1: Classical Management Functions in an AI-Enabled Organisation

Examine how the traditional functions of planning, organising, leading and controlling are being reshaped by artificial intelligence. Your paper should:

- Explain the core purpose of each management function and why it remains relevant in contemporary organisations.
- Analyse how AI tools and data-driven systems are changing the way managers plan, allocate resources, lead teams and monitor performance.
- Discuss both the opportunities (speed, accuracy, insight) and the risks (over-reliance on algorithms, loss of human judgement, accountability gaps) that arise.
- Draw on academic literature and real organisational examples to illustrate successful and problematic applications.
- Recommend practical principles for managers who wish to integrate AI support while retaining effective human oversight and ethical responsibility.

Option 2: Organisational Structure, Decision-Making and the Rise of AI

Investigate how business administration fundamentals around structure, authority and decision-making are evolving as organisations adopt AI systems. Your paper should:

- Outline key classical ideas of organisational structure (hierarchy, span of control, centralisation vs decentralisation) and their original rationale.
- Examine how AI-supported decision systems, automation and real-time data are altering formal authority, coordination and the speed of decisions.
- Explore the implications for middle management, knowledge workers and the distribution of power within the firm.
- Use case illustrations from industry to show how different structural responses to AI have produced varying results.
- Propose a balanced approach that preserves clear accountability while allowing organisations to benefit from faster, data-informed decisions.

Option 3: Leadership, People Management and AI in the Workplace

Explore the people side of business administration fundamentals in the context of AI adoption. Your paper should:

- Review foundational concepts of leadership, motivation, communication and human resource management that remain essential regardless of technology.
- Analyse how AI tools (performance analytics, talent matching, automated scheduling, generative assistants) are changing the daily work of managers and employees.
- Discuss opportunities for better people decisions alongside risks such as bias, reduced autonomy, surveillance concerns and skills displacement.
- Draw on academic research and organisational examples to illustrate both constructive and problematic uses of AI in people management.
- Recommend leadership and HR practices that help organisations adopt AI in ways that strengthen trust, capability and long-term employee engagement.