
Activity 3A

Estimated Time	25 minutes
Objective	To provide you with an opportunity to seek legal advice on contractual rights and obligations, if required, to clarify business liabilities, investigate and assess potential products or services to determine procurement rights and ensure protection of business interests where applicable
Activity	1. In pairs, groups or individually list five contractual rights and obligations that could give cause to potential business liabilities. 1 Lack of Contract or agreement 2. Uninsured 3. Unsafe work practices 4. Uncompleted works as described 5. Regulation and Legislation breaches

Activity 3B

Estimated Time	30 minutes
Objective	To provide you with an opportunity to seek legal advice on contractual rights and obligations, if required, to clarify business liabilities, Investigate and assess potential products or services to determine procurement rights and ensure protection of business interests where applicable.
Activity	1. List five products or services to determine procurement rights and ensure protection of the business interests where applicable. 1. the right Quality 2. The right Quantity 3. The right Place 4. The right time 5. The right Price

Activity 3C

Estimated Time	**30 minutes**
Objective	**To provide you with an opportunity to negotiate and secure contractual procurement rights for goods and services including contracts with relevant people, as required, in accordance with the business plan**
Activity	**1. Create a five point plan on negotiating for securing contractual procurement rights for goods and services contracts.** 1. Preparation and Planning 2. Definition of Ground rules and terms 3. Clarification and Justification 4. Bargaining and Problem Solving 5. Closure and implementation

Activity 3D

Estimated Time	25 minutes
Objective	**To provide you with an opportunity to identify options for leasing/ownership of business premises and complete contractual arrangements in accordance with the business plan**
Activity	**1. What would be your choice, to either lease or purchase premises for a small business in your capital city, and why?** We intend to rent a premises to begin with and dependant on our success we shall purchase a premises when finances Permit. The reason why I chose this route is finance based.

Activity 4A

Estimated Time	**20 minutes**
Objective	**To provide you with an opportunity to identify potential internal and external risks to the business**
Activity	**1. Give examples of internal and external risks that may affect your organisation.** Internal risks may include Staffing Issues or Machinery breakdown. External risks may include Natural disasters or Suppliers.

Activity 4B

Estimated Time	**30 minutes**
Objective	**To provide you with an opportunity to assess the probability and impact of identified risks**
Activity	**1. For each risk you identified in Activity 4A, assess its probability and impact.** The risk of Staff being sick is minor and planned around with minimal if no Impact. The risk of Machinery breakdown is likely to occur and back up measures are in Place with Some impact to the business. The risk of a Natural Disaster is Major/possible and depending on its size and location will determine the impact on the business with possibly catastrophic Impacts.

Activity 4C

Estimated Time	25 minutes
Objective	**To provide you with an opportunity to prioritise risks for treatment**
Activity	**1. Create probability-impact matrix and determine which risk has the highest priority.**

	Minor · 2	Mod · 4	MAJOR · 6	CATASTROPHIC · 8
Highly unlikely · 9	· 18	· 36	· 54	· 72
unlikely · 7	· 14	· 28	· 42	· 56
Possible · 5	· 10	· 20	· 30	· 40
likely · 3	· 6	· 12	· 18	· 24
Certainty · 1	· 2	· 4	· 6	· 8

The risk with the highest priorty is the natural disaster.