

Question no.1: Multiple Choice Questions (MCQs)

1. Engineers can become good managers only through
 - a) Experience
 - b) Taking master degree in management
 - c) Effective career planning**
 - d) Trainings
2. If you are an engineer wanting to become a manager, what will you do?
 - a) Develop new talents
 - b) Acquire new values
 - c) Broaden your point of view
 - d) All of the above**
3. When engineer enters management, what is the most likely problem he finds difficult to acquire?
 - a) Learning to trust others
 - b) Learning how to work through others
 - c) Learning how to take satisfaction in the work of the others
 - d) All of the above**
4. What management function involves orienting personnel in the most effective way and channeling resources?
 - a) Directing**
 - b) Planning
 - c) Organizing
 - d) Leading
5. What refers to management function which is to encourage others to follow the example set for them, with great commitment and conviction?
 - a) Staffing**
 - b) Motivating
 - c) Controlling
 - d) Leading
6. Which is NOT an element of project management process?
 - a) Data and information
 - b) Research and development**
 - c) Decision making
 - d) Implementation and action
7. What is the most essential attribute of a project manager?
 - a) Leadership**
 - b) Charisma

- c) Communication skill
 - d) Knowledge
8. In project management O & M stands for:
- a) Operation and manpower
 - b) Operation and maintenance**
 - c) Operation and management
 - d) Operation and mission
9. Project integration management involves which of the following processes?
- a) Project plan development
 - b) Project plan execution
 - c) Integrated change control
 - d) Quality planning**
10. If you are appointed as a division manager, your first task is most likely to
- a) Set goals**
 - b) Determine the resources needed
 - c) Set a standard
 - d) Develop strategies and tactics
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Question no.2:

What are the skill requirements for program manager? (CLO-4)

Mark:

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Answer:

A key factor to good program performance is the program manager's ability to integrate personnel from many disciplines into an effective work team. To get results, the program manager must relate to (1) the people to be managed, (2) The task to be done, (3) the tools available, (4) the organizational structure, and (5) the organizational environment, including customer community.

Effective program management is directly related to proficiency in these ten skills:

1. Team building
Assigning tasks to individual etc.
2. Leadership
Lead the team until project is finished.
3. Conflict resolution
Conflict is fundamental to complex task management. Program manager should have sixth sense to detect the upcoming problem and understanding to resolve that problem.
4. Technical expertise

Program manager rarely has all the technical, administrative, and marketing expertise needed to direct the program single-handedly. It is essential, however, for the program manager to understand the technology, the markets, and the environment of the business.

5. Planning

Planning requires information processing, communication, resources negotiations, securing commitments, incremental and modular planning, assuring measurable milestones and facilitating top management involvement.

6. Organization

Organizational skills are important when project is start and assigning tasks to individual people in the organization.

7. Entrepreneurship

Program manager needs a general management skill, to check that organizational is under loss or profit etc, this skills build with experience.

8. Administration

Administrative skills are essential. Program manager should have understanding of planning, staffing, budgeting, scheduling, and other control techniques.

9. Management support

Without management support, any project in the world will not survive. That's why, it is program manager duty to take management support with his/her project from the organization.

10. Resource allocation

Program manager should give a "statement of work" to management of any organization, how much cost is required to complete this project successfully? Etc. This include budget or resource allocation.

Chapter 05 management functions 214-295

Question 03:

What is controlling and directing? (CLO-2)

Mark:

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Answer:

Controlling:

Controlling is a three-step process which include:

1. Measuring: determining through formal and informal reports the degree to which progress toward objectives is being made.

2. Evaluating: determining cause of and possible ways to act on significant deviations from planned performance.
3. Correcting: correction required when project is not completing on time.

Directing:

Directing is the implementing and carrying out approved plans, such steps as:

1. Staffing: seeing that a qualified person is selected for each position.
 2. Training: teaching individuals and groups how to fulfill their duties and responsibilities.
 3. Supervising.
 4. Delegating.
 5. Motivating.
 6. Counseling.
 7. Coordinating.
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Question 04:

What is authority, responsibility and accountability? (CLO-2)

Mark:

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1. Authority:
Authority is the right of an individual to make the necessary decisions required to achieve his objectives or responsibilities.
 2. Responsibility:
Responsibility is the assignment for completion of a specific event or activity.
 3. Accountability:
Accountability is the acceptance of success or failure.
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Chapter 06 time management and stress 296-305

Question 05:

Explain time management and stress? (CLO-5)

Mark:

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Managing projects within time, cost, and performance is easier said than done. The project management composed of several meetings, reporting writing, conflict resolution, continuous planning and replanning, communications with the customer, and crisis management.

Disciplined time management is one of the keys to effective project management.

Time robbers:

There are numerous time robbers in the project management environment, these include:

1. Incomplete work
2. Lack of a job description
3. Lack of technical knowledge
4. Lack of authorization to make decisions
5. No communication between sales and engineering
6. Day-to-day administration
7. Work overload
8. Lack of adequate responsibility
9. Poorly educated customer, etc.

Effective time management:

1. Delegate.
2. Follow the schedule.
3. Decide fast.
4. Decide who should attend.
5. Learn to say no.
6. Do the tough part first, etc.

These above mentioned points will project manager to complete the effectively.
