O1: Define the concept of a project
Question: Think of a time when you helped organize an event (e.g., a birthday party, a school play, a fundraising drive). Would you consider it a project? Why or why not?

Answer:
Yes, I would consider organizing the event a project. A project is a temporary effort undertaken to create a unique product, service, or result. Organizing a birthday party, for instance, has a clear objective (celebrate the birthday), a defined start and end date, and requires planning, resource allocation, and coordination. It is temporary because it only lasts for the duration of the event, and it is unique because no two birthday parties are exactly the same.

LO2: Define project management
Question: If you were put in charge of planning a group trip with limited money and time, how would you manage the planning process? What activities would fall under project management?

Answer:
Project management is the process of planning, organizing, and managing resources to achieve specific goals within defined constraints such as time, cost, and scope.

For the group trip:

- **Planning:** Set the trip dates, destination, and budget.
- **Organizing:** Assign responsibilities (e.g., booking transport, accommodation, activities).
- **Monitoring:** Track expenses to ensure the budget isn't exceeded, confirm bookings, and adjust plans if needed.
- **Execution:** Carry out the trip according to plan.
- **Closing:** Review the trip experience and gather feedback.

All these activities—planning, organizing, monitoring, executing, and closing—fall under project management.

LO3: Explain the objectives of project management
Question: Why is it not enough to simply "complete" a project? What do you think are the most important goals a project manager must achieve by the end of a project?

Answer:
Completing a project is not enough because success depends on more than just finishing tasks; it also involves meeting objectives and stakeholder expectations. Key goals include:

1. **Delivering quality outcomes** that meet the requirements.
2. **Staying within budget and time constraints.**
3. **Ensuring stakeholder satisfaction** by meeting their expectations.
4. **Managing risks** to prevent issues from affecting outcomes.

A project manager ensures the project achieves its purpose effectively, not just that it ends.

LO4: Discuss the attributes of project management
Question: Imagine you are the project manager for a school website launch. What qualities and skills would you need to manage the team, tasks, and timeline effectively?

Answer:
Essential qualities and skills include:

- **Leadership:** To motivate the team and resolve conflicts.
- **Communication:** To clearly convey tasks, goals, and updates to the team and stakeholders.
- **Time management:** To ensure deadlines are met.
- **Organizational skills:** To prioritize tasks and manage dependencies.
- **Problem-solving:** To overcome technical or operational challenges.
- **Adaptability:** To adjust plans in response to unexpected issues.

These attributes help the project manager ensure smooth coordination and successful delivery.

LO5: Explain the key constraints of a project
Question: You are given R5000 and 2 weeks to complete a student app prototype. What challenges or limitations would you face? How would you balance time, cost, and quality?

Answer:
Key constraints are **time, cost, and quality** (the project management triangle). Challenges include:

- **Limited budget:** May restrict software tools, team size, or features.
- **Tight timeline:** May not allow extensive testing or feature additions.
- **Quality expectations:** The prototype must still be functional and usable.

Balancing the constraints:

- Prioritize essential features over nice-to-have features.
- Allocate the budget efficiently (e.g., open-source tools, volunteer help).
- Use rapid prototyping methods to save time while ensuring the app meets minimum quality standards.

LO6: Explain the key constraints of an IT project

Question: Think about a time a website or app you use was under maintenance or had bugs. Why do you think IT projects often run into issues, even when well planned? What specific technical constraints might be involved?

Answer:

IT projects often face issues due to:

- **Technical complexity:** Integrating multiple systems or technologies can cause unforeseen bugs.
- **Changing requirements:** Users may request new features mid-project.
- **Resource limitations:** Limited developers, hardware, or software can slow progress.
- **Testing challenges:** Some bugs are only found under specific conditions.

Specific technical constraints include server capacity, software compatibility, security requirements, and performance limitations. Even well-planned IT projects can encounter delays or errors because technology is unpredictable and constantly evolving.