Full Name: Sourng Ly Student ID: 18219

Wells international college

**Project Management**

Assessment Two

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| Name of Student | Sourng Ly | ID | 18219 |

**Assessment 2 – Research (Online)**

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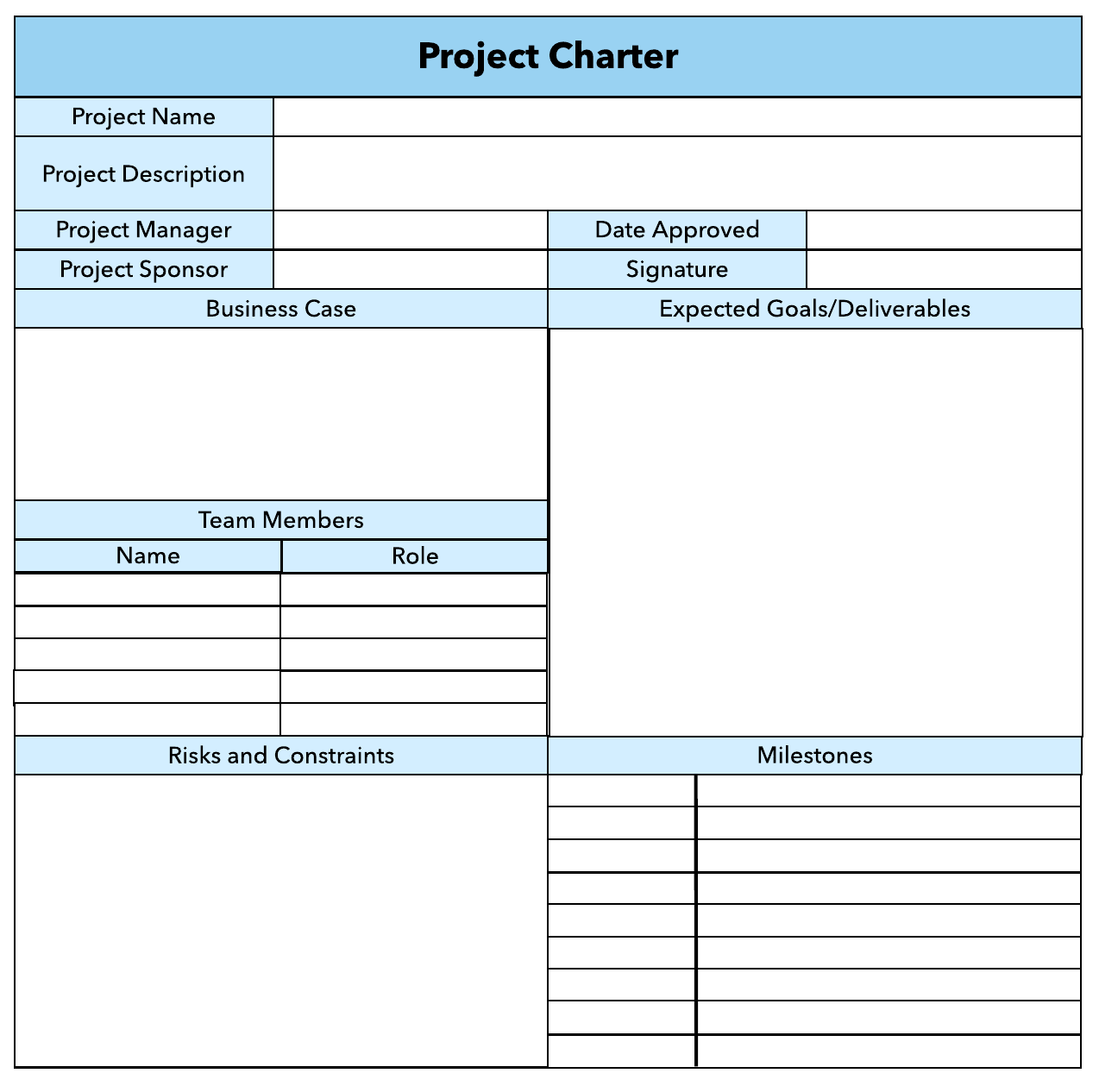
## Instructions:

This is an individual assessment. Answer all the questions on the document provided by your Trainer.

## Duration:

Trainer will set the duration of the assessment.

## Multiple-choice Questions:

1. What advice do we give about factoring in the commitments of project stakeholders when making your own plans?
   1. Consult student timetables to see when they might be free to attend data collection sessions.
   2. Ask external organizations what the most convenient times would be for you to visit
   3. Neither of these

d) Both A and B

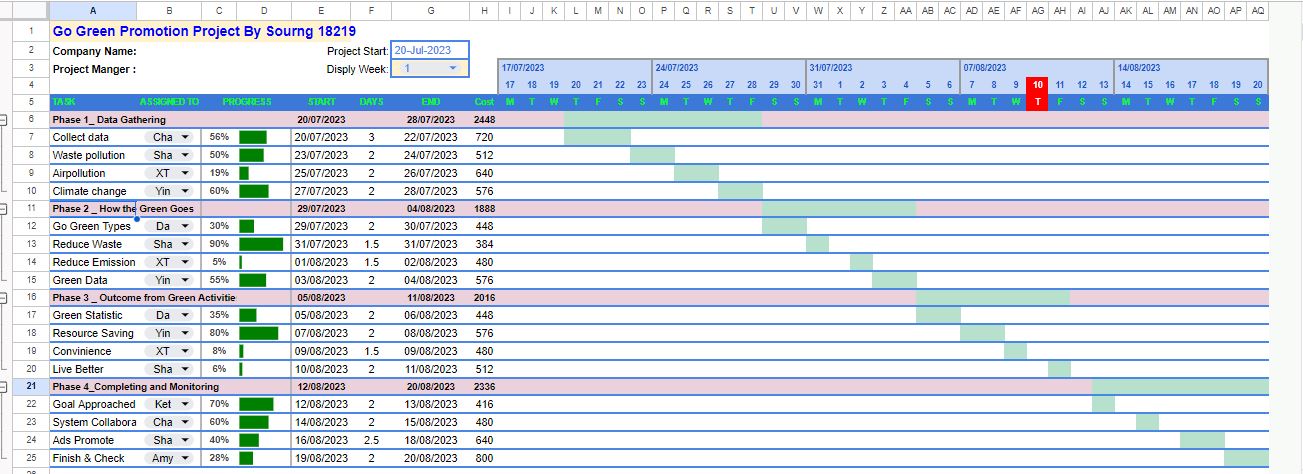
Comment: your plan needs your stakeholders know before implantation.

Web ref: <https://sustainet.com/managing-stakeholder-commitments/>

1. Which of the following are essential components of a GANTT chart used to plan your project?
   1. Your home telephone number
   2. Your supervisor’s home telephone number
   3. The email address for the chair of the ethics committee
   4. None of the above

Comment: in order to get right or good Gantt Char, you need keep concern time, cost, scope and quality. So will get the good requirement and write good Gantt Char.

Web ref: <https://www.proofhub.com/articles/gantt-charts>



1. The intended outcome of strategy/projects integration is
   1. Clear organization focus
   2. Best use of scarce organization resources
   3. Improved communication across projects and departments
   4. Both A and C are correct
   5. A, B, and C are all correct



Comment: **Integration** management is a collection of processes required to ensure that the various elements of the **projects** are properly coordinated. It involves making trade-offs among competing objectives and alternatives to meet or exceed stakeholder needs and expectations.

Web Refer: <https://en.m.wikibooks.org/wiki/Project_Management/PMBOK/Integration_Management>

1. Which of the following questions does the organization's mission statement answer?
   1. What are our long-term strategies?
   2. What are our long-term goals and objectives?
   3. How do we operate in the existing environment?
   4. What do we want to become?
   5. All of these are answered by the mission statement

1. Which of the following is not one of the requirements for successful implementation of strategies through projects?
   1. Allocation of resources
   2. Prioritizing of projects
   3. Motivation of project contributors
   4. Adequate planning and control systems
   5. All of these are requirements

1. Which of the following is the reason(s) why project managers need to understand their organization's mission and strategy?
   1. To make appropriate decisions and adjustments
   2. To be effective project advocates
   3. To be able to get their job done
   4. Both A and B are correct
   5. A, B, and C are all correct

1. Which of these is the highest priority and first strategy required for any organizational change?

a) Communication

* 1. Stress management
  2. Negotiation
  3. Learning
  4. Employee involvement

1. Which of the following is not a procedure to obtain an understanding risk in the planning stage (described in ISA 315):
   1. Inquiries of management
   2. Analytical procedures
   3. Observation and inspection
   4. Procedures for sampling audit tests

1. Assessment of control risk includes three steps. Which of the following is not one of these steps?
   1. Obtaining an understanding of internal controls and documentation of the controls
   2. Evaluate sufficiency and appropriateness of audit evidence
   3. An initial assessment and response to assessed risk based on the design of internal controls resulting in an audit planning memorandum and audit plan
   4. A final assessment based upon test of controls of operating effectiveness

1. Which of the following are not common internal control documentation techniques used by auditors?

a) Questionnaires

* 1. Company internal control manuals
  2. Narrative descriptions
  3. Check lists

1. Overall response to assessed risk may include:
   1. Identify the absence of key controls (where controls are lacking)
   2. Identify existing controls
   3. Incorporating additional elements of unpredictability in the selection of further audit procedures to be performed
   4. Determine potential material misstatements that could result

1. Action plan Should be
   1. Specific
   2. Countable
   3. Realistic
   4. Achievable

Comment: An **action plan** is a detailed **plan** outlining actions needed to reach one or more goals. Alternatively, businessdictionary.com defines an **action plan** as a "sequence of steps that must be taken, or activities that must be performed well, for a strategy to succeed".

Web Refer: <https://en.wikipedia.org/wiki/Action_plan>

1. Which of the following is not a function of Project Management Tool?
   1. Plan a project
   2. Manage Tasks
   3. Manage Issues
   4. Time Tracking
   5. None of above

1. John, the project manager for the ERP Project, is about to complete the project phase review. The completion of a project phase is also known as which of the following? a) A lesson learned
   1. A kill point
   2. Earned value management
   3. Conditional advancement

1. Which of the following is not a key stakeholder in a project that creates a service internal to an organization?
   1. The project manager
   2. External customers
   3. Project vendors
   4. Project team members

1. Managing a project is best described as which one of the following?
   1. Establishing direction
   2. Functional controls over the project team and stakeholders
   3. Consistently producing key results expected by stakeholders
   4. Motivating and inspiring the project team to produce results that are expected by project stakeholders

1. You are the project manager for your organization. Influencing your organization requires which of the following?
   1. An understanding of the organizational budget
   2. Research and documentation of proven business cases
   3. An understanding of formal and informal organizational structures
   4. Positional power

1. What is the difference between a standard and a regulation?
   1. Standards are mandatory; regulations are not.
   2. Standards are optional; regulations are not.
   3. Regulations and standards are essentially the same.
   4. Regulations are usually mandatory; standards may be seen as guidelines.

1. Which of the following is an example of a deliverable at the end of the requirements-gathering phase in a software design project?
   1. Responsibility matrix creation
   2. Detail design document
   3. Business needs
   4. Project team assembled

1. At what point in a project would a kill point be acceptable?
   1. When a project team member is not performing as planned
   2. When a project reaches the end of a project phase
   3. When a project reaches the end of its budget
   4. When a project manager determines the project team cannot continue

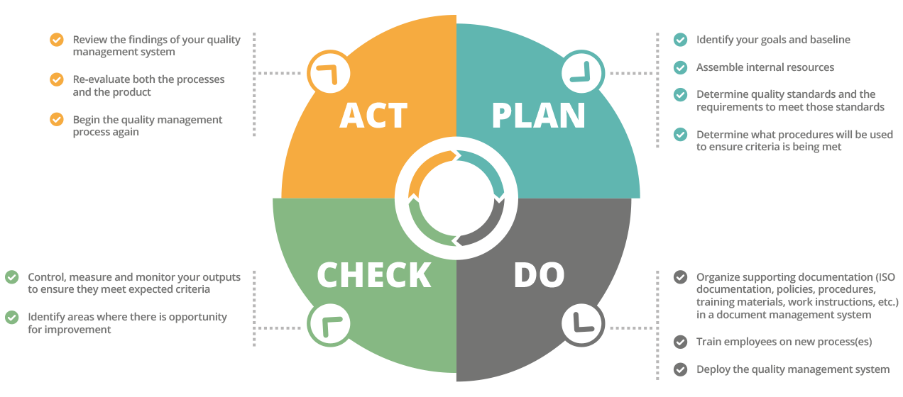
1. Of the following, which is not an exit criterion?
   1. Customer sign-offs
   2. Quality metrics
   3. Stakeholder analysis
   4. Regulatory inspections

1. At which point is the risk of failure the least but the consequence of failure the highest?

a) During the early stages

* 1. During the middle stages
  2. During the final stages
  3. Risk of failure is even across all project phases

1. In project estimation, project manager has to provide an expert judgement, which are considered of the following EXCEPT:
   1. Impact of inflation over the project lifecycle
   2. Required labour and labour rates
   3. Material costs and assumptions
   4. Costs of quality
   5. All of above
   6. None of above

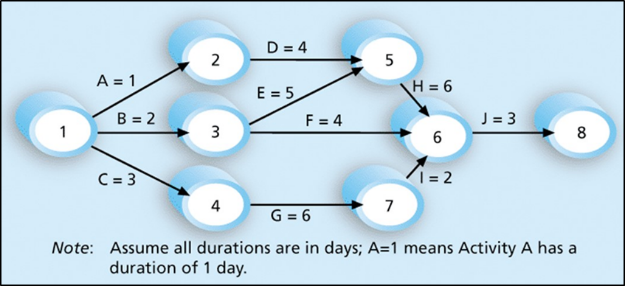
1. Which component is/are included in Quality Management Plan
   1. Quality objectives
   2. Key project deliverables
   3. Quality standards
   4. Quality control and assurance activities
   5. All of above

Comment: The four main components of a quality management process are Quality Planning, Quality Assurance, Quality Control and Continuous Improvement.

In order to get the best outcome, we need good quality management process.

Web Refer: <https://info.docxellent.com/blog/main-components-quality-management>

Web Comment: When broken down, [quality control management](https://docxellent.com/document-control-solutions/quality-management/) can be segmented into four key components to be effective: quality planning, [quality control](https://docxellent.com/document-control-solutions/change-control/), [quality assurance](https://docxellent.com/service-support/software-quality-assurance/), and quality improvement.

1. What's an activity sequencing
   1. The process for identifying and documenting dependencies among schedule activities
   2. The process for identifying critical activities
   3. The process for identifying ordering and schedule activities
   4. The process for planning the project

***Activity sequencing*** reviews all activities in the WBS with the goal of identifying relationships between them and classifying all the timing relationships among tasks. These relationships (aka "linkages", "dependencies", "predecessors"). Task timing relationships are important because they control task sequencing and task start and end dates. There are four types of task relationships:  
A ***finish-to-start relationship***

A ***start-to-start relationship***

A ***finish-to-finish relationship***

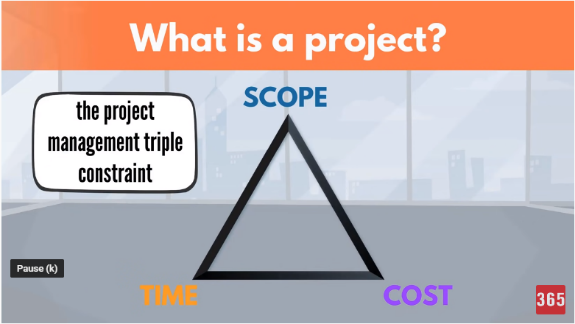
A***start-to-finish relationship***

Refer: <https://www.e-education.psu.edu/geog871/l5_p4.html>

Comment: activity sequencing could help make your project stage very clear and easy to follow the project progress. The process for identifying and documenting dependencies among schedule activities

## Learning Notes:

<https://www.youtube.com/watch?v=rBSCvPYGnTc&t=1323s>

A project is something extremely useful for people that want to accomplish their future ideas.

A project is a temporary endeavour undertaken to create a unique product, service or result.

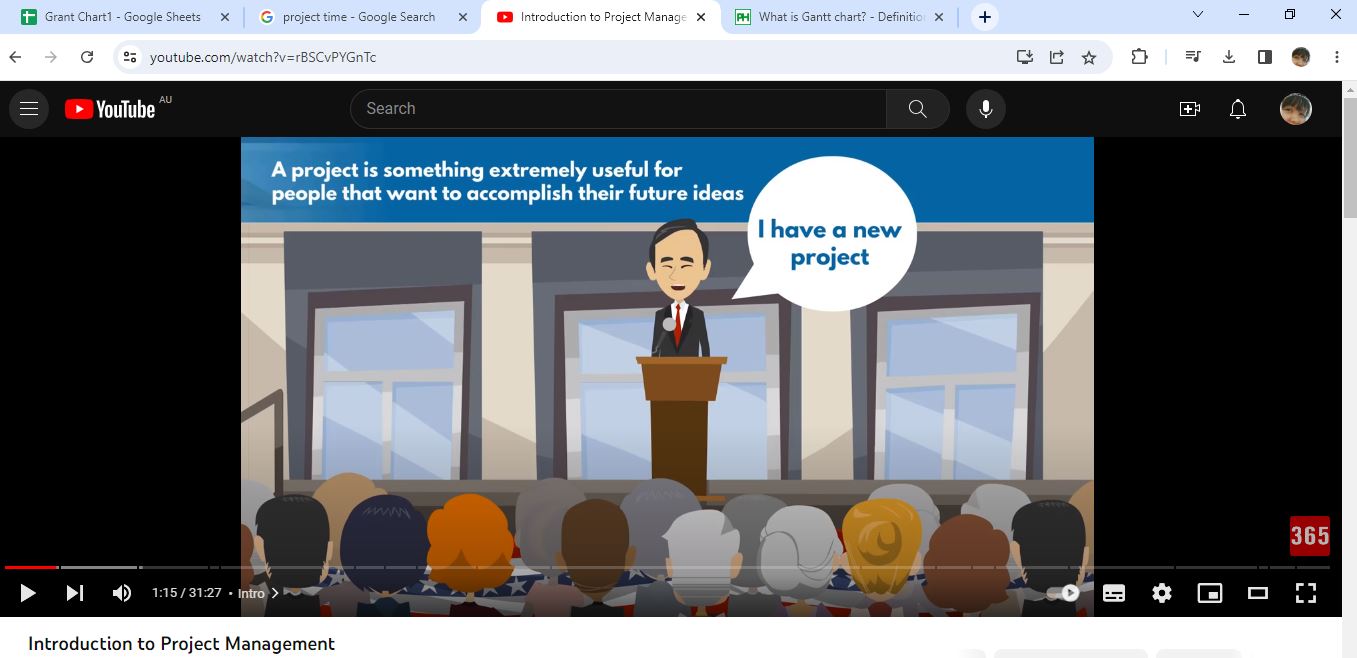
Day to day activities have no end date.

Project on the other hand have a strict expiry date.

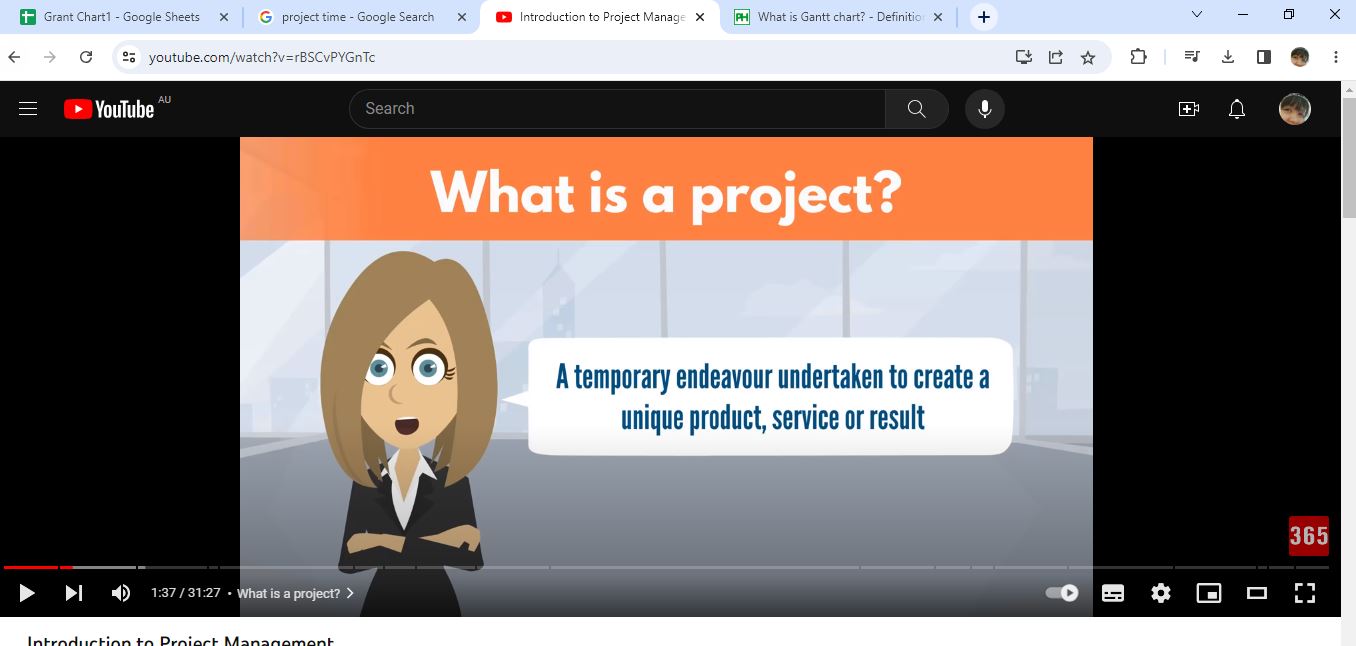
Project output is product or service or result.

Project shows different scope.

If the scope is not unique, this is a regular business process.



## What is project?



Project need you make a big effect in order to achieve a unique or specific goal…

Project need show start date or time and finish date or time

## Please put your learning notes here:

A project is a temporary work to create for achieving a specific goal; a project could be endeavour undertaken a unique product, service or result. The project would be going through with time, goal and cost. These three essential elements are related and affect to each other. For instant, if the time goes too long, it would affect goal, but if reducing time, it would affect cost as require working overtime or extra ordinary working hours. Hence these three elements must be suitable and adequate with the project purpose, budget and acceptable period. Let’s go to talk these three elements in details.

Time, is the length to complete a project effectively. It require scope of work to achieve in every single day, the work routine to make out put in every step and achieve the goal without error on time. At the same, the scope, time and cost is dependent to each other; it is a project management to manage how it works efficiently and produce a temporary initiative that is agreed, planned, and executed to achieve a specific goal.

It is important to define what is a project? And a project must related business strategy. For example, a project is created because the completions in business satisfy or demand the market need, business need, technological advancement, customer request, legal requirements, social needs and ecological considerations. Any of those reasons and demands happens; it needs a project to achieve that goal. Then a project is defined and established. A project prioritizing is required: project proposal, project owner need attention to higher management to compete the limited resource of the organization, and management, the management will select a project to execute whether which one is discarding or which is delay. Urgency is a key when selecting a project while in project selection step.

Project manager role; PM is a CEO of the project and be accountable for the project success. The project has to complete in prior time and achieve the specific goal within budget and strength. MP duties including assess, discuss, negotiate and adjust the project to ensure it goes smoothly, effectively, efficiently and achieve the goal as planned. Project manager has a big responsibility to take the project to be successful, many circumstances would be taken into consideration such as analyses realistic expectations and set constraints, utilize the time and resources. Project management is accountable for the tasks of all project-related parties, this included project team member, support functions, managers, venders and other stakeholders and any works that is important to progress the project. To achieve successful completed the project the manager has to full control and visibility all the project work and take action immediately when identify something is not progressively on track and this require the skills, knowledge and expertise, these would help them to make a best decision and direct the work in the right direction.

Project Management Office (PMO) is responsible for managing, coordinating and project-related work, or working to make sure the work of a project is managed and organized appropriately. PMO types are varying size and structure from company to company. Also some companies do not have PMO.

A project is has a project team who is the experts responsible for the execution of the work and work directly of the project like web designer, construction worker, etc. Joint-teams are created often ensuring broader expertise and the capabilities to deliver a more complex project.

Project stakeholders, all individuals and or organizations, who participate in a project, can influence or are influenced by the project work and results.

Program Management is the coordinated management of multiple projects, which have similarities-similar goal, similar resources, etc. At the same time, program management can help each other.

Portfolio Management is the coordinated management of multiple programs and projects. For example, Pharmaceutical companies, there are hundred thousand separated research project for a new drug, it need a strong portfolio management to follow this huge work and resources.

In conclusion, the learning on project management I have learned from what a project is? To what a project manager does and the skills they have? and the project management history lesson. That is a great detail on project management, which is very important on a project to achieve specific prior time and effectively comply with the initiative agreed and planned.

## Project management basic

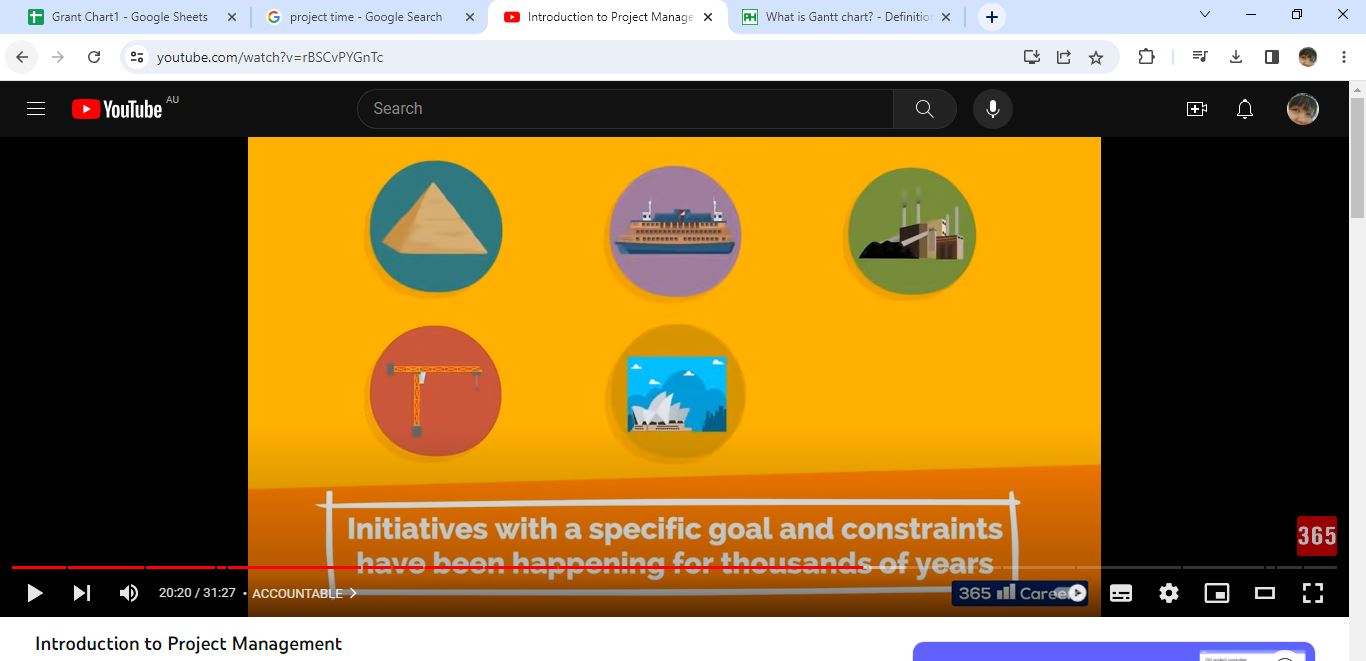
Project manager need the skills, knowledge, attitude and experience to impact and direct stakeholders.

Those skills are involved: Project management and business knowledge, People and workflow management skills and Strategy and leadership skills. The project management can grab any skills much than in between these based on their qualification, experiences and challenges.

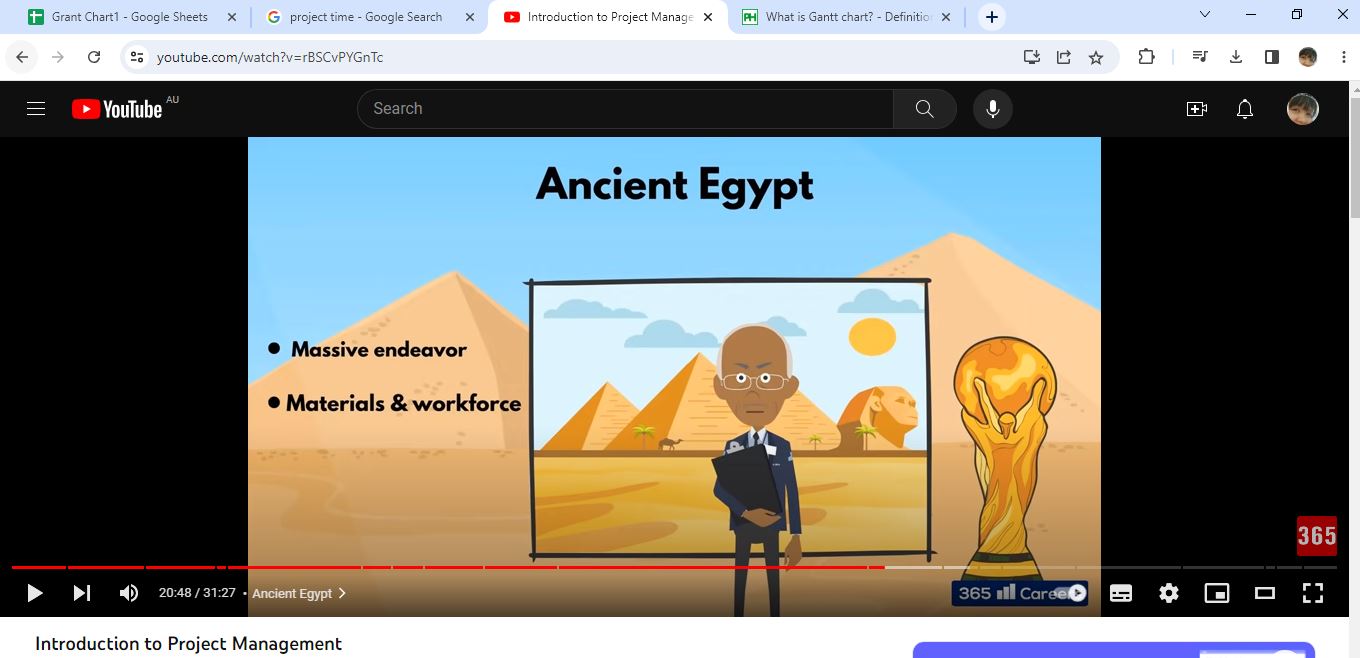
The ability to deliver projects on schedule, on budget, and aligned with business goals. It is important for the person in charge of the project to have a comprehensive understanding of project management, from basic concepts to extensive experience. Life cycle of a project: from initiating, planning, executing, monitoring/ controlling and closing.

## Project management History

The history of project management: in 1960s project management profession is established from project management association (PMA) and project management institute (PMI). They released and developed standards, best practices, Tools and guidelines. When 21 century businesses had progress technologically and expanded. The higher complexity is occurred, which it required strong project manager who can lead the project to right direction and high efficiency.



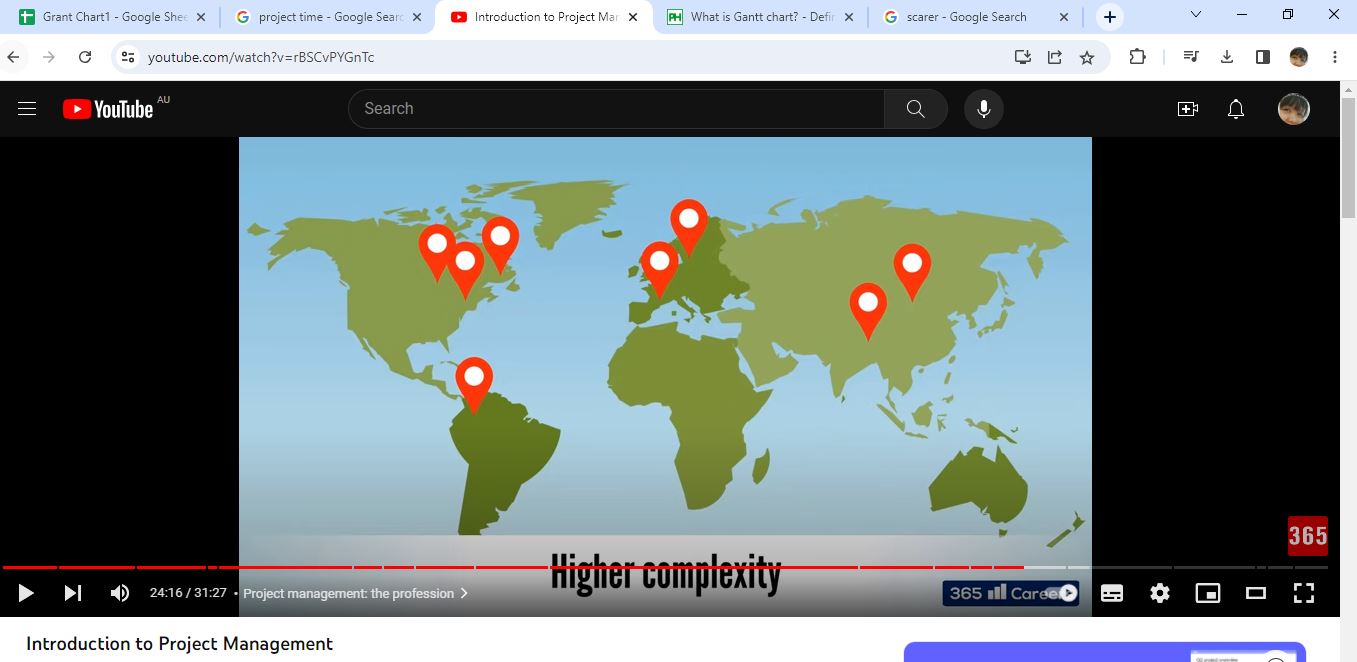
Good example is: Ancient Egypt built a big project!

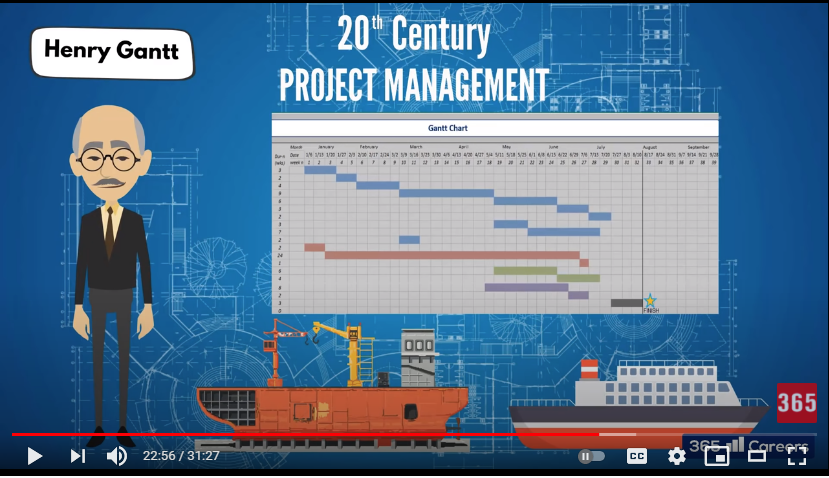


20 Century the Henry Gantt first make Gantt Chart Diagram. It is the revolution to know more about project management.

## Project management in the future

Future project management will be higher complexity and scarer. So it needs strong PM to leading, directing, encouraging and monitoring the project goes on its track and reach the goal on schedule within the budget as well. The PM requires strong skills to manage the project. From build the plan, assemble the team, assign tasks, lead the team, manage budget, manage timeline, engage stakeholder….. to hand over project and process the documents.





## Project Team



The experts responsible for the execution of the work

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