

Student ID	Student Name	Section
444009506	Dana Mohammed Alowaid	51Y
444008433	Alanoud Helal Almutairi	
444008425	Munirah Hamad Albahli	Group 4
444008400	Lujain Ahmad Alshammari	

CLOs – Questions Mapping

CL O	CLO Description	Question Number	Total Marks	Actual Marks
2.1	Present project management knowledge areas (processes, approaches, techniques, etc.) in different professional environments.	All questions	10(5 content+5 teamwork & collaboration)	
3.1	Collaborate with other colleagues in a spirit of teamwork to achieve project management objectives	All questions	50% of the total mark	

Activities/Questions

#	Activity/Question	Mark
1	Q1	7
2	Q2	3

Questions:

Question 1: [7 marks]

Create the RACI chart for the following project:

Several people will work on a handout your marketing manager will distribute at an industry conference. They are confused about their responsibilities for delivering the handout.

The team members include 7 key team members:

- Project manager
- Chief marketing officer CMO
- Marketing manager
- Editorial director
- Content writer
- Creative director
- Designer.

The basic tasks for this project might include:

- Write project brief
- Create content
- Design handout
- Review first draft
- Update handout
- Approve final
- Send to printer

Follow the following description and **document key assumptions** you make in preparing the RACI chart:

- The content writer will actively work on content creation.
- The editorial director is ultimately on the line for content quality and accuracy. Once the content is written, she's the one who will review it to ensure it meets their company's editorial standards.
- Since the marketing manager is the subject matter expert for the presentation, the writer can go to her for input or help filling in content gaps along the way.
- We want to make sure the writer keeps the creative director and designer aware of the status of content creation. The project manager and CMO want to be kept in the loop about how work is progressing.

	Project manager	Chief marketing officer CMO	Marketing manager	Editorial director	Content writer	Creative director	Designer
Write project brief	R	I	A	C	I	C	I
Create content	I	I	C	A	R	I	I
Design handout	I	I	C	I	C	A	R
Review first draft	A	I	R	R	C	R	C
Update handout	A	I	C	C	R	C	R
Approve final	A	R	C	I	I	I	I
Send to printer	A	I	C	I	I	C	R

Question 2: [3 marks]

Suppose your project contains 7 team members, and you will add 4 more people.
Calculate the number of channels that you must add.

The rule used

$$n(n-1) / 2$$

all of them

$$= 11 (11 - 1) / 2$$

$$= 11 (10) / 2$$

$$= 110 / 2$$

$$= 55 \text{ channels}$$

The original people

$$= 7 (7 - 1) / 2$$

$$= 7 (6) / 2$$

$$= 42 / 2$$

$$= 21 \text{ channels}$$

The extra channels needed $\Rightarrow 55 - 21 = 34$ channels