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### CLOs – Questions Mapping

CLO	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	

### Instructions:

Instructions:	<ol style="list-style-type: none"> <li>1. This tutorial focus on Lecture 6</li> <li>2. The answers should be typed in this template.</li> <li>3. Complete the tutorial by discussion and contribution by all members.</li> <li>4. Save the file as a PDF file.</li> <li>5. Only one member will submit the assessment on the Blackboard.</li> <li>6. Take-home tutorial.</li> </ol>
Submission Format:	PDF file.
Submission Date:	Saturday 19/4/2025 (at the end of the day)

### Activities/Questions

#	Activity/Question	Mark
1	Q1	7
2	Q2	3

## Questions:

### Question 1: [7 marks]

*Create the RACI chart for the following project:*

You are managing a small team tasked with preparing a promotional flyer that your marketing manager will distribute at an upcoming business expo. There is uncertainty among the team members regarding who is supposed to do what.

Your project team includes 7 members:

- Project Manager
- Chief Marketing Officer (CMO)
- Marketing Manager
- Editorial Director
- Content Writer
- Creative Director
- Graphic Designer

The main project activities are:

1. Draft the project outline
2. Write the flyer content
3. Design the flyer layout
4. Review the initial version
5. Make necessary edits
6. Get final approval
7. Submit for printing

Using a RACI chart, clarify the roles and responsibilities for each task. Also, briefly explain any key assumptions or decisions you made when assigning the roles.

Use the following context to guide your chart:

- The content writer is in charge of creating the flyer text.
- The editorial director is ultimately responsible for content quality and accuracy.
- The marketing manager, as the content expert, helps guide the writer with relevant input.
- The writer must keep both the creative director and the graphic designer informed about content progress.
- The project manager and CMO expect updates throughout the flyer development process.

**Key Assumptions:** (RACI = Responsible, Accountable, Consulted, Informed)

- The **Project Manager** is accountable for overall delivery and coordination, hence takes the lead on the first and final tasks.
- **CMO** gives the final approval.
- **Content Writer** is both responsible and accountable for writing content; receives guidance from the **Marketing Manager** and **Editorial Director**.
- **Graphic Designer** is responsible for the visual layout; supervised by the **Creative Director** for alignment with branding.
- Communication flow keeps both PM and CMO in the loop, while others are consulted or informed where necessary.

Activity	Project Manger	CMO	Marketing manager	Editorial director	Content writer	Creative Director	Graphic Designer
Draft the project outline	R	A	C	I	I	I	I
Write the flyer content	I	I	C	A	R	I	I
Design the flyer layout	I	I	I	I	I	A	R
Review the initial version	C	I	C	A	R	I	I
Make necessary edits	C	I	C	A	R	I	I

Get final approval	R	A	C	I	I	I	I
Submit for printing	R	I	I	I	I	C	A

### Question 2: [3 marks]

Suppose your project contains **6** team members, and you will add **5** more people. **Calculate the number of channels that you must add.**

To solve this problem, we need to determine the number of communication channels **before** and **after** adding the new team members. Then, we calculate the difference between the two to find the number of **additional channels** introduced by the new members.

The **formula** for calculating the number of communication channels is:

$$\text{Number of communication channels} = n(n - 1) / 2$$

#### 1. Before adding new members:

Where  $n = 6$

$$\text{Number of channels} = 6(6 - 1) / 2 = 6(5) / 2 = 30 / 2 = 15 \text{ channels}$$

#### 2. After adding 5 more members:

Where  $n = 6 + 5 = 11$

$$\text{Number of channels} = 11(11 - 1) / 2 = 11(10) / 2 = 110 / 2 = 55 \text{ channels}$$

#### 3. Additional channels added:

$$55 \text{ channels} - 15 \text{ channels} = \mathbf{40 \text{ channels}}$$