

**1) Define Project.**

A project is a temporary, unique and progressive sequence of tasks that must be completed on time to attain a certain outcome.

OR

Project is a temporary endeavour undertaken to create a unique product or service.

OR

A project is a one-shot, time limited goal directed, major undertaking, requiring commitment of varied skills and requirements.

**2) List the characteristics of Project Manager.**

- Flexible and adaptable to all circumstances.
- Should be a good leader.
- Aggressiveness, confidence, persuasiveness and verbal fluency.
- Effective communication skills.
- Ambition and forcefulness.
- Able to identify problems ahead.
- Able or willing to devote most of his time for planning and controlling.
- Willing to make decisions which are acceptable to the team.
- Ability to maintain proper balance in the use of time.

**3) Identify any four differences between project and operation.**

Sl #	Project	Operation
1	Temporary	Repetitive
2	Unique	Continuous cycle
3	Create new product, service or process	Product, service or process already created and is in use
4	Performance, cost and time are uncertain	Performance, cost and time are known
5	Developing a new system	System already exists, maintaining and sustaining
6	Unexpected inputs and outputs	Expected inputs and outputs
7	More risk, usually done for the first time	Fewer risk as they are repeated many times
8	When objectives are achieved the project ends	Multiple objectives to be achieved again and again

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**4) List the features of a project or project management. (March/April-2022)**

Following are some important features of a project:

- Unique in nature. (No two projects are exactly similar)
- Have definite goals (objectives) to achieve
- Require set of resources.

- Have a specific time frame for completion.
- Have a definite start and finish.
- Project has a life cycle reflected by start, growth, maturity and decline
- Involves risk and uncertainty

**5] List and explain types of projects (March/April-2022)**

Projects can be classified in terms of need and speed of implementation as follows:

- i. Normal project
- ii. Crash project
- iii. Disaster project

i) *Normal project:*

- It is considered as projects completed in given time.
- All the stages in this project are allowed to take their normal time as planned previously.
- Minimum capital is required. (Money or Fund)
- No sacrifice in quality.
- Ex: Construction of railway track or path, highway, bridges and dam.

ii) *Crash project:*

- Requires additional cost to gain time.
- Minimum overlapping of phases (stages) is encouraged.
- Simultaneous work by sub-contracting
- Ex: construction of building, construction of ship.

iii) *Disaster project:*

- These projects are undertaken due to unexpected natural calamities such as flood, earthquake etc.
- Anything can be needed to gain time.(huge or massive investments)
- Round the clock work is done.
- Capital cost will get drastically reduced. (project time is very less)
- Ex: Repair of dam in case of damage due to natural calamities. Repair of bridges or roads in case of flood or any other disaster.

**6] Mention few projects you see in daily life (March/April-2022)**

*Projects in daily life are:*

- Construction projects
- Railway projects
- Highway Projects
- Information Technology projects
- Manufacturing projects
- Health projects
- Educational projects Etc.

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**7] Define the meaning of project management. (March/April-2022)**

- Project management is a distinct area of management that helps in handling projects.
- It has three key features: a project manager, the project team and the project management system.
- Project management is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements.
- It enables organizations to execute projects effectively and efficiently.

**8] Explain the role of project manager. (March/April-2022)**

The role of project manager is as follows:

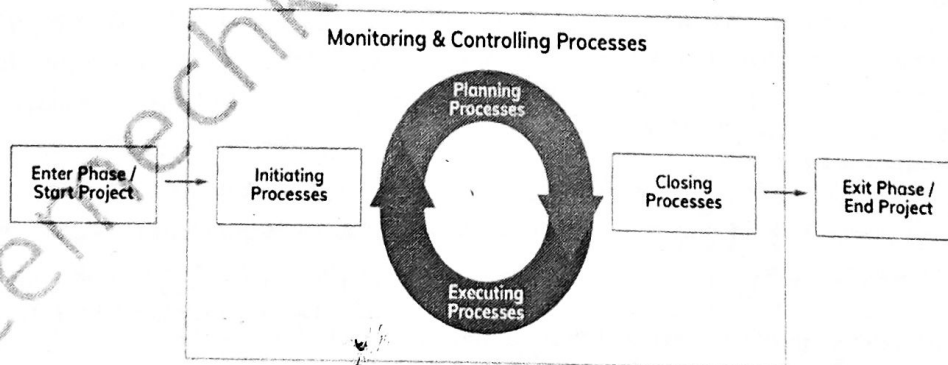
- Project Manager plays a pivotal role in the entire project team and accelerates its activities.
- He holds the overall control of the project and is responsible for its execution and performance.
- He is involved in planning the work, monitoring, directing and leading the team members and seeks to reach the project goal in time-cost-quality challenge.
- He should maintain a project diary to record the activities and progress of the project.
- He should ensure timely availability of the resources and take necessary action to reduce the wastage of the resources.

**9] Explain the role of project consultants. (March/April-2022)**

The role of project consultants is as follows:

- Consultants provide guidance as well as direction to the projects from the formulation state to the completion and post project evaluation state.
- They provide the advantage of expertise.
- They fill the gap when there is no in-house facility available.
- They provide the assistance especially for projects with new technology or imported technology.
- They assist the Project manager or the project team to achieve cost control and time control.
- They assist to prepare appropriate estimate and effective and efficient management of the resources.

**10] Describe the project management process. (March/April-2022)**



- It is the application of knowledge, skills, tools and techniques to project activities to meet the project objectives.
- This involves the application and integration of the five project management process such as initiating, planning, executing, monitoring and controlling and closing.
- The Project Manager is the person responsible for accomplishing the project objectives.

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**11] Name some consulting firms in India**

Some of the consultancy firms in India are as follows:

- ✓ Accenture Consulting
- ✓ Tata Consultancy Services (TCS)
- ✓ Infosys Consulting
- ✓ CGI group
- ✓ HP Enterprise Technology Services
- ✓ Kirloskar Consultancy LTD
- ✓ Birla Technical Services
- ✓ Technical Consultancy Organization

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**12] List and explain the types of project consultants**

Project consultant can be classified as follows:

a) *In-house consultants:*

- A separate department, within the project management organization, which looks after work of detailed Engineering drawing and preparation of technical specification etc.
- The management issues an office order, assigning the job, along with the scope of work time schedule and job responsibility

b) *Outside consultants:*

- When the jobs cannot be done by the in-house consultants, then the organization may hire an external consultant
- Outside consultants can be classified as
  - Indigenous consultant
  - Foreign consultants

**13] Explain why project management is a profession?**

- A profession is paid occupation, which requires set of knowledge and skills through formal education or practical experience.
- Project management team are hired to execute world level project.
- Introduction is the key in project management.
- It requires a professional approach.
- It is run by logical operations.
- It requires skills and mechanical operations.
- A project manager is paid and is responsible for end result and he is also responsible to manage the project team.

From the above points they can clearly say that project management is a profession.