**FINAL EXAMINATION**

***Instructions***

**Answer all questions in section A and any five in section B**

1. **What do you mean by project management?**

Is an implementation of a plan into reality, using time frame duration on specific objectives, it’s also a process of controlling and administers things which planed for success of the project,

**2- Bring out the responsibilities of project manager.**

Initiating, Planning, executing, monitoring time frame, and scheduling day to day activities on the project implementation for the last achievement.

**3- How budgets are framed in projects?**

Budget‘s a collectives and gathering of an Identifiedresources that could facilitate and met the finishing line of the project, which comprises of financial, manpower, materialistic issues, and modality methods of designing with the help of map-frame, it’s also a means of finding and identifying resources to execute the frame objectives, which we do called a project. To frame a budget needs deliverable resources in order to execute, for example scoping activities together and identified the group s subject matter experts to evaluate the opportunity and that’s a project, you do come up with an estimates of what’s needed to execute the project and time-line, this work often does by the specialist group or a separate teams is seat apart to provided the output of the scoping analysis to kick off the planned budget.

1. **Write a note on Break down structure.**

Break down structure is a simple’s divisions of a project element into sequence follow by implementation on the planed structure eg the destined to featured management inference after completion of a project, through the project implementation process, First you have to realize and think of underpinning of all project and curried out a frame work on specific processes that produce the artifact of project management You put the out of those foundational processes, this things are like the project schedule which risks register, the change of control board, and the communication plan. And incase if you had already acquire your project management professional certificate is one of them,

***Initiating, B) planning, C) executions, D) Releasing E) closing.***

Initiating is the first phase that dealing with a project starts, bearing key information on how best you gathered, and scoping the performance and the project kick off meetings are conducted, to bring all these thing on board and end this process or complete these procedure tasks and ready to enter other phase, that what we called initiating.

**Planning phase** is when all available items which are targeted for the successes of the project are arranged in chorological order, as important of its is to note and complete and sequence them in any form before proceeding to next phase of a project, that’s what we called planning.

**Execution phase** is the starting of these activities to its realities which we called implementation matrix that comprises on conducting meetings, changing via, and updating teamwork members and controlling, on the others process un identification of risks through execution phase in which objectives are focus and due to be achieve through the implementation, like also ensuring that real and meaningful risk management plans are developed, and action plans and project status is monitored.

**Releasing** is an actual starting point of a project and is an execution on other parts, where the checklist activities and all decisions making activities are completed and approve, and other parts is the real release of project work plans to deliverable points like issuing of training material gloss-over, and as final release work is home stretch as the last mile, then follow by short out mile-chicken. That’s what we called release stage.

**Closing phase** is when you retrospective the project activities through documentation and good effective evaluation mechanism by disposition the leftover material and to retreats all project acid onto venerable or beneficiaries hand , and other part is through project summary and to obtained the project agreement work completion, lastly is to celebrate the project closer and gave an appreciation work done to team members while releases out the project resources to the authority where the project base concerned.

1. **Explain the methods of scheduling projects.**

It’s a function that involved many aspects of industry where by event time are specified and schedule into a specifics time frame

***Here are the scheduling processes in project management after well understanding the scoping activities.***

1. **first is visits and Narrative**:

the side that you listening to narrative story on what trigger the event which needs to be figure out and find amicable solution through objectives of the project is about, yes it’s not a easy work but through an identified questioners by asking the knowledgeable respondents that had an idea about the case studies and what had affecting them in that particular place which the project is targeting, also to consult they elders and try to brainstorms on how best are they going to help, and immediate to purpose and frame out the object of the programs and what to be achieve by the end.

1. **Second is budget delivery**,

There are two things you need to figure out on project scheduling, one is resources that are needed and the specific delivery to the right a location of the project as its budgeted accordingly, all the required resource should be so familiarizes with the environment in which a project objectives is needed but not just randomly eg when a project is targeting health, than you flown in education material, that one we called it irregularities diversion of a project funds to un necessarily objectives.

1. **Execute the project:**

This is where the team executes the plan they had developed earlier, without saying that, the more through the planning the smooth the execution, as you had had it before that project execution deals with controlling, monitoring.

1. **Ending time schedule:**

Is when you retrospective the project activities through documentation and good effective evaluation mechanism by disposition the leftover material and to retreats all project acid onto venerable or beneficiaries hand , and other part is through project summary and to obtained the project agreement work completion, lastly is to celebrate the project closer and gave an appreciation work done to team members while releases out the project resources to the authority where the project base concerned.

1. **What is expediting in project management?**

Expediting means a preventing a serious case from escalating furthermore, in a project terms its means the prevention of the erupted case and how best of controlling to the silent level.

1. **Explain the methods of data collection.**

Data collection is when seating up questioners or surveying the most areas where problem arises, and trying to investigate the courses before giving the solution, there are variety appropriate data methods being use nowadays on collecting reaction through learning data, one is instrumental range from simple survey to comprehensive interviews, that appropriate instrument depends on the types of data needed which is (qualitative vs quantitative) and the convenience methods to potential respondents is the cultural of the organization and the cost of a particular instrument.

- ***The methods is through surveying, questioners***,

The questionnaire or survey is the most common method of collecting reaction and learning data. Questionnaires and surveys come in all sizes, ranging from short forms to detailed, multiple-page instruments. They can be used to obtain subjective data about participants’ reactions and learning, as well as to document responses for future use in a projected ROI analysis. Proper design of questionnaires and surveys is important to ensure versatility. Several basic types of questions are used. The dichotomous question and the numerical scale, e.g., 1 to 9, are typical reaction measurement formats. Essentially, the individual is indicating the extent of his or her agreement with a particular statement or is giving an opinion of varying conviction on an issue. Surveys are a type of questionnaire but focus on attitudinal elements. Surveys have many applications in the measurement of reaction and learning for projects designed to improve work. Depending on the purpose of the evaluation, the questionnaire or survey may contain one or more question types. The key is to select the question or statement that is most appropriate for the information sought. However, open-ended questions can sometimes be used, particularly in asking about specific problem areas. Checklists, multiple-choice questions, and ranking scales are more appropriate for measuring learning and application, which are described in later chapters. For most reaction and learning evaluations, questionnaires and surveys are used. When a follow-up evaluation is planned, a wide range of issues will be covered in a detailed questionnaire. Asking for too much detail in either the reaction questionnaire or the follow-up questionnaire can reduce the response rate. The objective, therefore, of questionnaire and survey design and administration is to maximize response. The following actions can help ensure adequate response rates for questionnaires.

**What is auditing?**

Is an other methods of caring out an investigation through documentation account papers, or receipts plus another essential , it’s also a specialist man or women trained on how best he/she followed the given Governmental or company busyness money or acids.

1. **List out the types of organization structure in project management.**

Organization structure involves establishment, authority and responsibility among the people or working groups, this act aim at creating a managerial line structure which will smooth the procedure of an organizations and implementing the goals and objectives that require.eg.**-** Determination of activities required to achieve goals; **-** Grouping of these activities into department **-** Assignment of any activities into managerial grouping styles.**-** Delegation of the authority to carry out the tasks given accordingly **-** provision for coordination horizontally and vertically in the organization.

1. **Explain conflict management.**

Conflict in actual sense is misunderstanding between one another or conflicted ideas over the agreement concerning interests, while conflict managementis the process of controlling and ending an erupting misunderstanding between two people or among the groups who were doing one programs but had got disagreement due to an individual interests.

***Section B***

1. **Describe the concept of work break down structure in project planning.**

Work breakdown structure planning is the arrangement of the activities into sequences, which involving different stages across planning spectrums accordingly.

***Planning s structure breakdown activities.***

***- What to achieve - what steps does it involved - steps to happen - who will lead in responsibility - what types of resources are needed.***

Once the strategic on goals achievement have been decided by the professional staff and Board, than agreement has reached on how to organize the work, planning can be done in functional teams; these might involoped departments or units’ matrix of a project across functional team.

The professional steps that involved into this should clearly define but should not complicated the immediate objectives or get out the result according to the areas where they needed to make a normal condition, then a full operational team, including administrative staff involved action planning.

Another steps level activity in what taking place or happening is an enormous amount of logistical supports is needed in order to administrative staff to provide this support efficiently and effectively, they need to have an understanding of what activities are involved and how they fit into the bigger picture, as implementation also is a joint efforts between professional and administrative staff.

And the issue of who will lead the responsibility and management of the project, should be a directly top manager which is project ( PM) the right person in which the whole responsibility and programs laying into his authority, however by the time he plan and put all the activities to an action points and order the junior once to follow their work, than by the time his assignment and objective are achieve as a manager, that’s how you will be recognized as a good and responsible person charges with a credit of a responsibility.

The needed types of resources for action plan are (people, equipments, spaces, time etc). What all these means, exactly its means money, you should always budgeted and summaries your resources specially financial that you need in order to carry out your action plan, note that pleases don’t carry out or preparing action plan

1. **How resource loading and leveling are done in project resource allocation?**

Resource lording is purring inn of resources from others source to the schedule project program for an implementation, while project resources leveling allocation is to do with the channels allocation of a project units where all resources are detected and canalized to the specific allocation of resources can be applied to project on either a full-time or part-time basis, assigned project resources can report under authority of the (PMO) or the can maintain their functional alignment. This will require management to use effective resources utilization so that they are not over or understand.

1. **What are the methods used in evaluating, auditing and terminating a project?**

Monitoring and evaluation is a methods of thinking right at the beginning about how and when the program will provide reports on progress, and how will it be evaluated, while auditing and terminating project is procedure used in order to asses and find out how the resources allocated on that particular work are used for the successes of the project, auditing and termination comes afterword or ending of the project, and you would like to know and finding out the project resources through checklist, and the previous documentation to what acids or how further the amount allocated were used , project termination also come as a result of the work closer in which the project objectives are achieved or not due to other risks occur, methods used on evaluating are categorize into some parts,

When will program report be prepared eg (every six month or twelve month?)

When will the program be evaluated eg ( part way through, at the end, sometimes after the end of the project ). How will the programme be evaluated ( eg using internal or external auditing through others people, Who will take part in the evaluation ( eg programme staff, beneficiaries, external funding agencies ).

1. **Explain the concept of Goldratt’s critical chain in project scheduling.**

According to Goldratt’s concept, critical path methods or critical chin is the network represents logical sequences of activities having many paths starting from the event and leading to the last, if duration of all the activities that lie on a particular path is added than its give the duration of that path, and the path with longest duration is called critical chins or path and the activities that lie on the critical path are called critical activities scheduling. It is the critical Path that sets the overall duration of the project. For example in the construction of training centre, the longest duration is 27 weeks and is a critical path. The main function of PERT and CPM is to determine and control the time required to complete a project, the main benefit is time saved through the scheduling of tasks, both initially and as the project progresses. Since time and cost are closely related, saving time usually leads to savings in costs. In addition, both PERT and CPM have been adapted and applied explicitly to costs. They can, for example, be used to develop an optimum cost-efficiency schedule that can help managers to determine the savings and costs involved in achieving a shorter production schedule. Using extra labour to reduce the duration of an activity, for instance, may cost more than the bonus for early completion. Other extensions of PERT and CPM, such as pinpointing problem areas, improving communication, and comparing alternative actions, also enhance their usefulness. Proper analysis of cost incurred on a project in terms of environment degrading and social dilemmas have led agitations against those projects. There have been responsive causalities over these agitations and there have been deadlocks on such projects.

1. **What do you mean by budget uncertainty? How risk is managed in projects**

Budget uncertainty are an extra budget which put aside to catered others conditional needs that interrupting the flowing arrangement of project, it’s also due negligent and over side, we purpose that budget uncertainty complicated areas and within risks situation for unforeseen activities.

Risks and problems plus issues are seem to be one team, issues are large problems present today that will impeded the project if left unsolved, Issues and risks are related but not the same. Issues are large problems present today that will impede the project if left unresolved. They must be focused on and resolved quickly. You have no other choice. By its nature,

Issues management is a reactive project management process, since you do not invoke it until the issue has already arisen. On the other hand, risks are future conditions or circumstances outside the control of the project team that will have an adverse impact on the project should they occur. (There is a concept of positive risk but that is a topic for another lesson.) In other words, an issue is a current problem that must be dealt with, whereas a risk is a potential future problem. The good thing about a risk is you have some time to deal with the potential problem. Risk management is the process of identifying, analyzing, and responding to, and controlling project risks. Risk management is a proactive project management process, since you are trying to deal with potential future events before they occur. Risk management is not a one-time process. You should always identify risks at the beginning of the project during the up-front planning process, but you should also periodically look at remaining work to identify any new risks. This evaluation can take place on a periodic basis (e.g., monthly) or at project milestones.

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**End of the of my exams**

***Thanks, dear Muhalimu, for the great support, I had try my level best despite of hardship and other condition which really affect us in rural areas, I wish after completing this course, would you kindly try and look for me a good school on line studies so that I continuing my Degree in the same project management.***