

041306T4PMN

PROJECT MANAGEMENT LEVEL 6

BUS/OS/PM/CR/03/6/A

MANAGE PROJECT DESIGN AND PLANNING

July /August 2024



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

WRITTEN ASSESMENT

3 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper consists of two sections; A and B
2. Answer ALL the question as guided in each section
3. Marks for each question are as indicated in the brackets
4. You are provided with a separate answer booklet to answer the questions
5. Do not write in this question paper

**This paper consists of FOUR (4) printed pages
Candidates should check the question paper to ascertain that all pages are printed as
indicated and that no questions are missing**

SECTION A (40MARKS)

Answer ALL questions in this section.

1. To effectively implement a project, a work plan has to be prepared. Outline FOUR contents of a work plan. (4 Marks)
2. Ensuring quality is maintained in a project is crucial for delivering results that meet or exceed stakeholder expectations. State FOUR ways of ensuring that quality is maintained in a project. (4 Marks)
3. In resource breakdown structure, resources are organized hierarchically into categories to provide a structured overview of all resources required for a project. Highlight FOUR categories of resources included in the resource breakdown structure. (4 Marks)
4. Resource calendar is an important tool required when preparing a project design plan. List FOUR items included in a resource calendar. (4 Marks)
5. A good project design report should meet certain criteria to effectively communicate objectives, methodologies and potential outcomes. Outline FOUR qualities of a good project design report. (4 Marks)
6. Scheduling activities contribute to the successful execution and completion of a project. State FOUR advantages of scheduling activities during project design and planning. (4 Marks)
7. Work breakdown structure is essential for tracking the status of project implementation. Highlight FOUR features of a good work breakdown structure. (4 Marks)
8. Internal enterprise environmental factors can significantly impact the planning process. State FOUR internal enterprise environmental factors that affect project planning. (4 Marks)
9. Development of a work procedure is the duty of a project manager. State FOUR advantages of preparing work procedure in the project planning process. (4 Marks)
10. Project planning is of paramount importance in ensuring the success and effectiveness of a project. State FOUR reasons that make project planning important. (4 Marks)

SECTION B (60 MARKS)

Answer Question 11 (compulsory) and any other two questions

11. PATCO investment is a flower firm currently dealing with cuttings production, for the past one year. The firm has had issues of non-compliance being reported by the clients leading to most of them shifting to the competitors. The firm engaged a consultant to find out the cause of non-compliance. After investigations, the consultant found out that the non-compliance has been brought about by poor communication among the concerned stakeholders. The management has tasked Alvin –the project manager to come up with a communication plan in order to encourage active participation and engagement of the stakeholders by keeping them involved in decision making process and providing an opportunity for their feedback and input. Through communication plan it will be easier to manage their expectations by providing clear and accurate information and hence prevent misunderstanding and thus minimizing the likelihood of dissatisfaction which may lead to conflict, this will also lead to building trust and confidence through regular and transparent communication by demonstrating accountability, reliability and commitment to delivering on the project goals.

The communication plan will also ensure that the change is well managed by keeping the stakeholders informed about the upcoming changes by explaining the rationale beside them as well as promoting collaboration and coordination among stakeholders by facilitating information sharing, knowledge exchange and collaboration on the common goals and as a result all this will enhance the viability of the project as well as raising awareness about the projects significance, achievements and benefits.

Using the case study above:

- a) Explain FIVE reasons that make it necessary for Alvin to develop a stakeholder communication plan for the firm. (10 Marks)
 - b) Explain FIVE ways of communicating with various project stakeholders that Alvin may recommend to the firm. (10 Marks)
- 12.
- a) The Logical Framework tool offers several advantages for project planning, implementation, monitoring, and evaluation. Discuss SIX advantage of the logical framework tool. (12 Marks)
 - b) When preparing a budget design plan, it's important to consider various factors to ensure that the budget effectively supports the goals and objectives of the project or

initiative. Discuss FOUR factors to consider when preparing a budget design plan.

(8 Marks)

13.

a) Building an effective project design team requires careful consideration of various factors to ensure cohesion, creativity, and productivity. Discuss FIVE factors to consider when building an effective design team. (10 Marks)

b) Developing a project design plan offers several advantages that contribute to the successful execution and management of a project. Explain FIVE advantages of a project design plan. (10 Marks)

14.

a) The Logical Framework is a widely used tool in project management and planning. It provides a structured approach to designing, monitoring, and evaluating projects. Describe FOUR contents of a logical framework. (8 Marks)

b) A project management plan serves as a roadmap for project managers and stakeholders, providing guidance on how the project will be managed from initiation to completion. Explain SIX components of a project management plan. (12 Marks)

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