FORMATIVE ASSESSMENT

PRINCIPLE OF PROJECT MANAGEMENT

Candidate Information Sheet

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| **Name** | | |  | | |
| **Surname** | | |  | | |
| **ID** | | |  | | |
| **Equity**  *(Black African, Black Coloured, Black Asian, White, Other – specify)* | | |  | | |
| **Language** | | |  | | |
| **Physical Address** | | |  | | |
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| **Postal Address** | | |  | | |
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| *Area Code:* | | |
| **Telephone Number** | | |  | | |
| **Cell Number** | | |  | | |
| **Email Address** | | |  | | |
| **Employer** | | |  | | |
| **Employer Contact Details** | | |  | | |
| **Date of Portfolio Submission** | | |  | | |
| **Assessor Name** | |  | | | |
| **Assessor ID Number** | |  | | | |
| **Date of Assessment** | |  | | | |
| **Programme Name** | |  | | | |
| **Contact Number** | |  | | | |
| **Assessor Signature** | |  | | | |
| **Declaration of Learner Preparation:** | | | | | |
| I hereby declare that I have been prepared for all assessment activities related to the portfolio. I am aware of the requirements and time frames of this assessment, and undertake to complete any remedial work required for assessment where required. | | | | | |
| **Declaration of Authenticity:** | | | | | |
| I hereby declare that the evidence presented in this Portfolio is my own work, and that I have participated in preparing the evidence in the case of group work activities. Where applicable, I have recognized sources of information used in the preparation of this Portfolio of Evidence. | | | | | |
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| **Learner Name** |  | | | **Learner Signature** |  |
| **Learner ID Number** |  | | | **Date** |  |
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| **CANDIDATE’S CONFIRMATION TO BE ASSESSED**  (To be completed by the candidate) | | | | | |

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Assessor’s name and surname),

I herewith agree to be assessed against the Principles of Project Management

I understand the purpose of assessment in the organisation. I further declare to be committed to the process and support all assessment systems. I also understand it is my responsibility to gather evidence as agreed on with my Assessor and to submit it on the agreed date/s.

I thank you for the opportunity and agree to meet with you on the dates which we will specify.

Kind regards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CANDIDATE’S SIGNATURE NAME**

# THIS PORTFOLIO OF EVIDENCE COVERS ALL THE FORMATIVE ASSESSMENTS.

# Instruction to the learner:

Formative Assessment are to be completed throughout the learning program, it prepares the learner for the Summative assessment. It also test the learners learning and understanding of the material covered.

Please answer all questions. You can complete on the document.

# (US ID 120372) Explain the fundamentals of project management.

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 1  1. Define the term project**.** 2. List at least four characteristics of a project**.** 3. List down steps for developing a project. 4. State four types of projects. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | **Individual Activity: 2**  1. Explain the differences between projects and non-project work?  2. Write brief notes on project and non-project based organisation structure. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | **Individual Activity: 3**   * 1. What is a Project Life Cycle?   2. With the use of diagrams, clearly explain stages in the project life cycle. |

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| j0433814 | **Individual Activity: 4**  1. Explain the reasons for undertaking a project.  2. What are some of the aspects that should be considered before undertaking a project? |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | **Individual Activity: 5**  1. Which of these is not one of the types of a project?   * 1. Painting by Numbers.   2. Walking in the Fog   3. Project scope.   4. Going on a quest.  1. Identify and explain the major types of Projects based on product of Project. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | **Individual Activity: 6**  1. Write brief notes on project management. (Between 40-60 words).  2. When can project management be used?  3. Identify and explain the project management principles. |

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| j0433814 | **Individual Activity 7**   1. Explain the different project management processes**.** |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | **Individual Activity: 9**   1. Define the following terms**:-** 2. Project team member. 3. Project manager. 4. Compare the roles of a project manager and those of a project team member. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 10  1. Identify and explain the three generic ways that organisations structure themselves to manage projects and give the advantages and disadvantages of each. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | **Individual Activity: 11**   1. Using an example, describe the project hierarchy? 2. Identify and explain the differences between a project and a program? |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | **Individual Activity: 12**   1. Explain the meaning of decomposing projects? 2. What are the steps followed when decomposing a project? 3. What are the benefits of project decomposition? |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | **Individual Activity: 13**   1. Define the following terms. 2. Work Break Down structure. 3. Cost Break Down structure. 4. Identify and explain the characteristics of a work break down structure? |

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| j0433814 | **Individual Activity 14**   1. Critically discuss the Matrix and functional organization structure. Relate to organizations of your choice.   ***Discuss In terms of meaning.***  ***Features.***  ***Advantages.***  ***Limitations.*** |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | **Individual Activity: 15**   1. Describe the role and functions on a project organization structure. 2. Explain importance of a project structure in terms of a the reporting structures. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | **Individual Activity: 16**   1. List down the people that make up a project team? 2. Identify and explain the different roles and responsibilities of the above mentioned people. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | **Individual Activity: 17**   1. What is a stakeholder? 2. List down the stakeholders in a project? |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | **Individual Activity: 18**   1. Identify and explain the major processes required to manage a project. 2. List the different project activities and tasks. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | **Individual Activity: 19**   1. Identify and explain the supplementary management sub-processes. |

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| j0433814 | **Individual Activity 20**   1. Explain the concept of project planning.   Learner should refer to the following aspects.  Definition of a project plan.  Definition of project planning.  Phases of project planning.  Elements of a project plan.   1. What is the importance of controlling projects? |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433801.png | Research Activity: 21 1.Demonstrate an understanding of the fundamentals of project management.   * ***Learner is expected to refer to the following aspects.*** * ***Definition of the term project*** * ***Definition of the term project management.*** * ***Project activities.*** * ***Explain the project management processes.*** * ***Principles of project management.***   2. Thoroughly explain the concept of organizational structures, in a project environment clearly indicating the advantages and limitations of each.  3. Research on projects undertaken in different fields, choose one of your choice and discuss the reasons for undertaking that particular projects. |

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(US ID 120373) Contribute to project initiation, scope definition and scope change control

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 22  1. List examples of stakeholders. 2. List 4 steps of identifying the project stakeholders. 3. What is the importance of stakeholders in a project? 4. What are the roles and responsibilities of project stakeholders? |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 23  1. What is stakeholder’s needs analysis? 2. What is the purpose of need analysis? 3. Describe the principles of needs analysis. 4. Explain the documentation of need analysis. 5. What does the stakeholder’s needs analysis involves? |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 24  * 1. Discuss the project modification procedures of a community development project and draft a modification check list for this project? |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | **Individual Activity: 25**   1. What are the project objectives? 2. Give examples of project objectives. 3. What is the use of project objectives? 4. What is the importance of project objectives? 5. List the types of project objectives. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 26  * 1. What are project assumptions?   2. Explain why we make project assumptions?   3. List any 3 typical project assumptions that can be applicable on a simple project. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity 27  1. **Discuss how to communicate and Monitor project expectations.** 2. **Describe the importance of project exclusions.** 3. **Describe the proper** writing of project constraints. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity 28  1. Explain what is project work package? 2. Discuss the scope planning, quality planning and planning package in terms of project work package. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 29  * 1. What is work breakdown structure?   2. What are the important work breakdown structure design principles? |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 30  * 1. List the project scope documents.   2. Define the project scope documents?   3. What does a scope document achieve?   4. What are the elements of a scope document? |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity 31  1. Discuss the importance of project milestone. 2. Describe how to use milestone in scheduling? |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 32  * + 1. Describe how to set up standard communication procedures.     2. Explain how to monitor public communications.     3. List the tools needed to communicate with stakeholders.     4. What is the importance of strong communication skills? |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity:33  * 1. Define project evaluation and monitoring.   2. Identify monitoring tools.   3. What is the purpose of project monitoring?   4. List the project evaluation methods. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 34  * 1. What does feedback focuses on?   2. Why is feedback communicated?   3. Explain the purpose of giving project feedback. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity 35  1. Discuss the project scope deviation in terms of management and prevention. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity 36  1. Discuss the impact of project scope change on a project |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 37  * 1. What is the Change Control process?   2. Describe the roles of the following groups: * Change Implementation Group * Change Control Board (CCB) * Change Feasibility Group   1. What does change documentation include?   2. Describe the criterion of change decision. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 38  * 1. Identify the inputs used to verify the completed project scope.   2. What is the key component of project scope verification?   3. Define scope verification. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433801.png | Research Activity: 39 **Knowledge components**   * 1. Explain how to manage Changes to Project Scope?   2. What does Change Feasibility involves?   3. Explain the possible key changes to Project Scope.   4. What is project scope deviation?   5. Describe how to identify project stakeholders?   6. Define the following:   + Project scope   + Project scope control   (10) Practical Components **2.1** Design a project evaluation and monitoring tool for a community based project.  **Note**: In your design show the following:   * 1. The purpose   2. Evaluation methods used   3. Evaluation documents needed   (20)  Total=30 |

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MODULE 3(120374) Contribute to the management of project risk within own field of expertise

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 40 ***Knowledge component***  Define risk. (2 marks)  Identify the different types of project risks. (8 marks)  List different ways of identifying potential risks in a project. (8 marks).  Define and explain SWOT analysis. (7 marks).  **Total marks = 25** |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 41 ***Knowledge component***   1. Define and explain project risk events. (4 marks) 2. Identify the different risk project events that affect the project. (8 marks). 3. Discuss the external and internal factors that affect the project. (8 marks).   **Total marks = 25** |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity 42  1. Describe the risk management process in project management (8 marks) 2. Discuss the main courses of project failures in a project.(8 marks) 3. Discuss effects of project failures in a project environment. (8 marks) 4. Explain the 8 golden rule of risk analysis in project management. (16 marks)   Total marks=40. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 43  1. What is a risk? (2 marks). 2. Identify and explain the common risks management factors in project management. (10 marks). 3. Discuss the factors of risk management while handling projects. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 44  1. Identify 10 main courses of project failures.(10 marks). 2. Define project management.(5 marks) 3. Identify and explain the likely cause of risk in project management. (8 marks). |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity 45  1. Define and explain risk events in project management (4 marks) 2. Define and explain the term risk assessment in project management.(6 marks) 3. Discuss the procedure for assessing risk in project management. (8 marks) |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity 46  1. Define and explain risk assessment. (4 marks) 2. Discuss the methods o assessing risk in project analysis.(8 marks) 3. Discuss the variables for assessing risk in project management. (6 marks) |

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##### **C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png**Individual activity 47

1. Identify and explain the risk management model.
2. Discuss the factors that can be statistically analyzed in order to quantify the risk(s) in project management.

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##### **C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png**Individual activity 48

1. What is an Activity Risk? (2marks).
2. Identify and explain ways of handling project risk in project management. (10 marks)

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity 49  1. Discuss the applicability of SWOT analysis. 2. Describe how you could identify opportunities arising from current business operations using SWOT analysis. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity 50 *Knowledge component*  Hint:  *Explain the following activities and then present your answers to the facilitator.*  *Remember this forms part of your formative assessment*   1. Define and explain risk monitoring and control in project management.(10 marks) 2. Discuss the relevance of risk monitoring and control in project management.(10 marks) 3. Identify and explain the inputs to Risk Monitoring and Control in project management.(10 marks) |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity 51 Define and explain risk events as relates to projects.  Explain the relevance of Results of Risk Control in project management. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity 52 1. Describe how you could monitor and manage Issues arising from uncertainty of project planning.  2. Identify and explain ways of selecting the right metrics for the project. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity 53  1. Define risk response plans (2 marks) 2. Identify and explain risk Response Strategies used in projects (4 marks) 3. List down the components found in the risk register of agreed risk responses. (5 marks). |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 54  1. Define project communication strategy. 2. Explain a Communication Plan in project management. 3. Describe the methods of communication in project management. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity 55 *Knowledge component*  **Hint:**  Discuss the project communication plan in projects. (10 marks)  Discuss the formal methods for communication in projects (10 marks) |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433801.png | Research Activity 60 *Knowledge component*  Identify and explain Risk management factors in project management. (8 marks)  ‘’Risks may be a threat or opportunity’’. Discuss (10 marks).  Practical component  While some projects end successfully many more fail and most ends somewhere in between. Often one of the key measures is missed. Some projects fail to meet their original targets for completely legitimate, unforeseen circumstances and some projects ‘fail’ because they become too successful.   1. Define and explain project management. (4 marks) 2. Identify and explain potential risks that could affect project performance.(8 marks) 3. Identify and analyse the processes of development of risk management statements and plans in place.(10 marks) 4. Discuss how you would monitor and control the project risks events. (10) 5. Critically evaluate information required to correctly assess negative and positive events on project objectives. (10marks)   Total marks=60. |

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(Us: 119462) Engage in sustained oral/signed communication

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 61  1. Identify which word in each sentence has multiple meanings. |

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