

- 1.** Multiple Choice Questions: (10)
- i. What are the five project management process groups, in order?
 - a. Initiation, Executing, Planning, Controlling, and Closing
 - b. Initiation, Controlling, Planning, Executing, and Closing
 - c. Initiation, Planning, Controlling, Executing, and Closing
 - d. Initiation, Planning, Executing, Controlling, and Closing
 - ii. A project is considered successful when:
 - a. The product of the project has been manufactured.
 - b. The project's sponsor announces the completion of the project.
 - c. The product of the project is turned over to the operations area to handle the ongoing aspects of the project.
 - d. The project meets or exceeds the expectations of the stakeholders.
 - iii. You are the project manager for a large construction project. The project objective is to construct a set of outbuildings to house the Olympic support team that will be arriving in your city 18 months from the project's start date. Resources are not readily available, as they are currently assigned to other projects. Jack, an expert crane operator, is needed for this project two months from today.
Which of the following skills will you use to get Jack assigned to your project?
 - a. Negotiation and influencing skills
 - b. Communication and organizational skills
 - c. Communication skills
 - d. Problem-solving skills
 - iv. The amount of authority a project manager possesses can be related to:
 - a. The project manager's communication skills
 - b. The organizational structure
 - c. The amount of authority the manager of the project manager possesses
 - d. The project manager's influencing skills

- v. Your company manufactures small kitchen appliances. They are introducing a new product line of appliances in designer colours with distinctive features for kitchens in small spaces. These new products will be offered indefinitely beginning with the release of the spring catalog. Which of the following is true?
- a. This is a project because this new product line has never been manufactured and sold by this company before
 - b. This is an ongoing operation because the company is in the business of manufacturing kitchen appliances. Introducing designer colors and features is simply a new twist on an existing process.
 - c. This is an ongoing operation because the new product line will be sold indefinitely. It's not temporary.
 - d. This is not a project or an ongoing operation. This is a new product introduction not affecting ongoing operations.

2. Shorts Questions: (10)

- i. What is the difference between a project and routine work?
- ii. Briefly outline the tasks that a project manager performs during the course of his project.
- iii. Describe different stages of the project life cycle.
- iv. Outline the key skills every good project manager should possess.
- v. It is said that there are five process groups and nine knowledge areas in project management. Name all the process groups and knowledge areas.

Activity (10)

Use this activity to define the key activities of a project within your organisation -

- i. Select a project that you have been involved in or affected by during the past year.
- ii. Identify what the different stages were and approximately how long each stage lasted.
- iii. Note the key activities of each stage.

Project title:

Stage

Length of time involved

Key activities