

ASSESSMENT**Total Marks: 20****Answer the following questions:**

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| 1. What is the difference between a project and routine work? | 6 |
| 2. Describe different stages of the project life cycle. | 8 |
| 3. Outline the key skills every good project manager should possess. | 6 |

Question 1:

A project is a task with limited duration while operations are being carried out. It has a well defined start and end dates. In a project, there are stakeholders which act as a going in between the project. the stakeholders are sponsor, customer, departmental personnel, While a routine is a recurring task, it does not have a clearly defined end point.

Lastly, a project is different from a routine work because it is a one time effort aimed to change things in a specific way.