

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

CHUKA AND EMBU CAMPUSES

**EXAMINATION FOR THE AWARD OF CERTIFICATE IN PROJECT
MANAGEMENT**

PPMA 00126: PROJECT MANAGEMENT REPORTS

STREAMS: CERT. PPMA

TIME: 2 HOURS

DAY/DATE: MONDAY 22/03/2021

8.30 A.M. – 10.30 A.M.

INSTRUCTIONS:

- **Answer question ONE and any other TWO.**

1. (a) Explain the meaning of the following terms

(i) Project	(2 marks)
(ii) Project management reports	(2 marks)
(iii) Planning	(2 marks)
- (b) Explain the elements of a good report. (8 marks)
- (c) State and explain the key elements in project management report. (16 marks)
2. To improve project management, a project plan is necessary;
 - (i) Explain the components of project management plan. (10 marks)
 - (ii) Critically discuss five stages of project management plan. (10 marks)
3. Discuss the importance of project management report, citing relevant examples. (20 marks)
4. Imagine you are the CEO in a big company undertaking a project in community empowerment.\

- (i) Identify an area of your choice and project to run for one year. Select one of the appropriate report formats and briefly explain. (4 marks)
- (ii) Design a sample report upon completion of the project. (16 marks)
5. Discuss the four types of reports in project management. (20 marks)
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