

CHUKA



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CHUKA/EMBU

**EXAMINATION FOR THE AWARD OF DIPLOMA IN PROJECT AND
PLANNING MANAGEMENT**

PPMA 0126: PROJECT MANAGEMENT REPORTS

STREAMS: DIP. PPMA

TIME: 2 HOURS

DAY/DATE: THURSDAY 01/04/2021

11.30 A.M. – 1.30 P.M.

INSTRUCTIONS:

- *Answer question one and any other questions*

SECTION A

Question one (30 marks)

- (a) Describe five factors that may lead to disapproval or rejection of a project report (10 marks)

- (b) Use appropriate examples to examine methods of information distribution in organization (10 marks)

SECTION B

Question two (20 marks)

- (a) Identify and explain characteristics of projects (10 marks)

- (b) Use examples to explain challenges that may be faced by project team during project reporting process. (10 marks)

Question three (20 marks)

- (a) Use examples to explain the common features of a project (10 marks)

- (b) Differentiate any two types of evaluations in project management (4 marks)

- (c) Explain the types of information making decisions common in organizations. (6 marks)

Question four (20 marks)

Use hypothetical examples to discuss steps that are followed in the process of writing a project status report. (20 marks)

Question five (20 marks)

- (a) Explain any five best practices that are considered by the project team for a successful reporting process (10 marks)
- (b) Explain any five types of project reports commonly used by organizations.
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