

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

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

PPMA 0126: PROJECT MANAGEMENT REPORTS

STREAMS: PPMA

TIME: 2 HOURS

DAY/DATE: MONDAY 17/12/2018

2.30 P.M. – 4.30 P.M.

INSTRUCTIONS:

- **Answer ALL questions in section A and any TWO questions in section B**

SECTION A

- Q1. (a) Using examples, differentiate between project report and project plan [6 marks]
- (b) Discuss why it is important to prepare project reports for an organization [10 marks]
- (c) Project planning is one of the most important processes that make up project management. Discuss the main steps in writing a project plan [10 marks]
- (d) Project report can be used to communicate the status of various parameters. Using examples identify four such parameters [4 marks]

SECTION B

- Q2. You have been tasked by your organization to write a status report to the donor. Elaborate the elements you would include to come up with a good report [20 marks]
- Q3. Writing a project report can be involving in making sure the right information is delivered to the right person. This requires a report to be written step by step. Discuss the process you would follow in writing an informative project report [20 marks]
- Q4. (a) Discuss four types of reports used in project management [8 marks]
- (b) Target audience is particularly important when writing a project management report. Identify factors that you would consider when writing the report to capture the attention of the audience. [12 marks]

PPMA 0126

- Q5. (a) Identify challenges that project manager may experience when writing project reports [10 marks]
- (b) It is advisable to review a report before presentation or submission to the target stakeholders. Identify some of the best practices that you should consider [10 marks]
-