CHUKA   **UNIVERSITY**

UNIVERSITY EXAMINATIONS

CHUKA AND EMBU CAMPUSES

EXAMINATION FOR THE AWARD OF CERTIFICATE IN PROJECT PLANNING AND MANAGEMENT

PPMA 00126: PROJECT MANAGEMENT REPORTS

STREAMS: CERT. PPMA   **TIME: 2 HOURS**

DAY/DATE: TUESDAY 06/08/2019   **8.30 A.M. – 10.30 A.M.**

INSTRUCTIONS:
- **Answer question ONE and any other TWO**

QUESTION ONE (30 MARKS)

(a)   Define the following terms as used in project management reports.
    (i)   Project management reports   (3 marks)
    (ii)   Project   (3 marks)

(b)   To establish whether project goal and objectives have been achieved project reports are key. Explain any six importance of project management reports.   (12 marks)

(c)   Differentiate project status reports from project risk reports.   (6 marks)

(d)   Using examples, explain the process of writing project management reports. (6 marks)

QUESTION TWO (20 MARKS)

(a)   Write short notes on the following types of projects management reports.   (15 marks)

    (i)   Project resource reports
    (ii)   Project quality reports
    (iii)   Project impact evaluation report
    (iv)   Executive reports
    (v)   Issue reports

(b)   Outline five essential factors you need to consider before acquiring project management software.   (5 marks)

QUESTION THREE (20 MARKS)

(a)   All projects managements reports should be of quality for effective communication. Explain six key elements of a good project management report.   (12 marks)

(b)   Describe the various project team members involved in development of project reports.
                                                                                           (8 marks)

QUESTION FOUR (20 MARKS)

(a)   Using examples, discuss the challenges encountered when developing management reports.   (12 marks)

(b)   Explain any four roles of stakeholders in the development of project management reports.
                                                                                           (8 marks)

QUESTION FIVE (20 MARKS)

By defining project management software, discuss the functions of having project management software in any project.   (20 marks)