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**CHUKA**



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**UNIVERSITY EXAMINATIONS  
CHUKA /EMBU**

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

**PPMA 00126: PROJECT MANAGEMENT REPORTS**

**STREAM: CERT PPMA**

**TIME: 2 HOURS**

**DAY/DATE: FRIDAY 10/08/2018**

**2.30 P.M – 4.30 P.M**

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**INSTRUCTION:**

- **Answer question one and any other two questions**

1. (a) Define the following terms as used in project management reports. [10marks]
  - (i) Project [2marks]
  - (ii) Monitoring and evaluation [2marks]
  - (iii) Project management [2marks]
  - (iv) Project plan [2marks]
  - (v) Project reports [2marks]

(b) Use appropriate examples to describe the importance of project reports. [10marks]

(c) Discuss the key components / topics contained in the final project report. [10marks]
2. (a) Explain any five attributes of quality reports. [10marks]
- (b) Describe five factors that may lead to disapproval or rejection of a report. [10marks]

3. (a) Use examples to explain the challenges that may be faced by project manager during project reporting process. [10marks]
- (b) Differentiate efficiency from effectiveness in relation to project report writing. [4marks]
- (c) Explain any three benefits of planning in project management. [6marks]
4. (a) State and explain five phases of project life cycle. [10marks]
- (b) Discuss challenges the project team is likely to face when monitoring and evaluating projects. [10marks]
5. (a) Discuss the reasons that can lead to premature project closure. [10marks]
- (b) Explain any five types of project reports. [10marks]
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