

CHUKA



UNIVERSITY

**UNIVERSITY EXAMINATIONS
CHUKA/EMBU**

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

PPMA 0126: PROJECT MANAGEMENT REPORTS

STREAMS:

TIME: 2 HOURS

DAY/DATE: TUESDAY 10/04/2018

2.30 P.M – 4.30 P.M

INSTRUCTION:

- **Answer all questions in section A and any two in section B**

SECTION A

1. (a) Using examples, differentiate between project report and project plan. [6marks]
(b) Discuss why it is important to prepare project reports for an organization. [10marks]
(c) Project planning is one of the most important processes that make up project management. Discuss the main steps in writing a project plan. [14marks]

SECTION B : CHOOSE ANY TWO QUESTIONS FROM THIS SECTION

2. 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. [20marks]
3. 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. [20marks]
4. (a) Discuss four types of reports used in project management. [8marks]

(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. [12marks]

5. (a) Identify challenges that project manager may experience when writing project reports. [10marks]

(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. [10marks]
