## 120372 Formative Assessments

**Formative assessment 1: define a project**

1. How would you describe or define a project?

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1. List and describe examples of projects that you have come across or have been involved with – where is it found and how do you know that project management was involved? Think of soccer team tours, adding a room to a church building, etc.

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1. Think about the projects you identified and describe the life cycle of the project from start to finish.

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**Formative assessment 2: defining project management**

**Aim:** To define project management relevant to your context

**Time:** 10 minutes

**Task:**

Please answer the following questions:

What is your understanding of project management?

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What do you think is the difference between project and programme management?

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What do you think is the difference between project management and general management?

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**Formative assessment 3: Team work**

1. What could you, as an individual team member do, to increase the effectiveness of the team?

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1. If you were the team leader, what would you do to increase the effectiveness of the team? Discuss the team you chose from the previous exercise.

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**Formative assessment 4: management**

1. In your groups, discuss your understanding of management. Make sure that you can write down a definition of management

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**Formative assessment 5: business processes**

1. In a group discuss and list the inputs, processes and outputs of your section

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| Inputs: |
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| Processes: |
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| Outputs: |
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1. Discuss the following:

How the support function given by the sales department assists the other departments in the business and thereby adds value to the organisation.

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How the support function given by the purchasing department assists the other departments in the business and thereby adds value to the organisation.

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How the support function given by the administration department assists the other departments in the business and thereby adds value to the organisation.

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How the support function given by the human resources department assists the other departments in the business and thereby adds value to the organisation.

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How the support function given by the production department assists the other departments in the business and thereby adds value to the organisation.

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How the support function given by the quality control department assists the other departments in the business and thereby adds value to the organisation.

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**Formative assessment 6 - stakeholder analysis**

**Purpose**:

To understand the stakeholder analysis

**Time**:

30 minutes learning team work

15 minutes learning team presentations and discussion

**Task**:

1. Identify all internal and external stakeholders of a project that you are working on
2. Prioritise stakeholders
3. Identify their positive and negative needs and interests

The table below may assist you in this Formative Assessment.

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| **Stakeholders** | **Needs/interests of stakeholders** | **Participation tactic** |
| **List of all stakeholders** | **Stakeholders****prioritised** | **Positive** | **Negative** |  |
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**Formative assessment 7 – project scope**

**Purpose:**

To determine the scope of your project

**Time:**

15 minutes in teams and 30 minutes report back

**Task:**

Determine the scope of your project in relation to:

* Name of project
* Project description
* Interrelationship with the organisation’s strategic objectives and programme(s)
* Project management
* Implementers
* Location
* Timeframes
* Importance of project
* Finances

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**Formative assessment 8: plan a workshop**

**Identify two problems with the operational plan below and explain why you consider these as problems**

Objective: To plan a workshop on HIV/AIDS management for Jabulani Municipality before the end of April 2005

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| **Activity** | **Person Responsible** | **Resources required** | **Deadline date** |
| Invite all the participants | Jabu | List and contact details of all participants | 15 March 2005 |
| Book the venue | Jabu | List of venues | 1 April 2005 |
| Book the facilitator | Jabu | List of facilitators | 15 April 2005 |
| Develop the programme for the workshop | Jabu | Consultation with the facilitator | 30 April 2005 |
| Secure the budget for the workshop | Jabu | Budget line items | 1 May 2005 |

**Formative assessment 9: evaluation**

**Group activity**

**Aim**: To discuss the importance of evaluation

**Time**: 10 minutes in groups.

**Task**: Why is evaluation of a project important?

How can you ensure, as a project manager, that the lessons learned from a particular project are retained within your organisation? In order to do that, what steps can you take?

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