# 10139 FORMATIVE ASSESSMENTS

### Formative Assessment 1

In a group, develop a change request form and a change control log. Refer to the previous session where you had to develop charts for a presentation about HIV/AIDS to guide you. Also develop a distribution list for the members of your group.

### Formative Assessment 2

* Why do you think that creating templates would benefit project administration?
* How could templates help the people working on the project?

### Formative Assessment 3

In a group, develop the following:

* Directories of group members that include their names, contact details, positions, etc
* Skills register that includes all the group team members and their various skills. Include all skills, such as sport, singing and other musical, needlework, gardening, etc.
* Leave form
* A form that gives details of the training that group members have undergone. Include your current learning activities.

### Formative Assessment 4

How would you file the following:

Manual Filing

|  |  |
| --- | --- |
| **Subject** | **Save as…** |
| SA Equipment |  |
| Mr John Bennett |  |
| United Sports |  |
| James R Brown |  |
| St Albans School |  |
| Sue McDonald |  |
| Smith’s Bakery |  |
| Rees Jones Transport |  |
| E Thornton-Smith |  |
| Dr Paul Byron |  |
| SABC |  |
| 20th Century Group |  |
| The Valley Hotel |  |
| City of Cape Town |  |
| V Jones, Pretoria, South Africa |  |
| A Candy Shop |  |

Computer Filing

|  |  |
| --- | --- |
| **Subject** | **Save as…** |
| Marketing report for April 2001 | c:\ |
| Letter to Mr S Brown from Eskom dated 17 April 2001 | c:\ |
| List of staff contact numbers | c:\ |
| Memo to all staff from Financial Director, Lawrence Smith | c:\ |
| Invoice No 1034 fro Sasol | c:\ |
| Article for Finance Weekly magazine for April 2001 issue | c:\ |
| Fax form | c:\ |
| Company logo | c:\ |
| Memo form | c:\ |

### Formative Assessment 5

**You are tasked with designing a filing system for project admin. How will you organise the following:**

* Monthly progress reports
* General correspondence
* Budgets
* Purchases
* Invoices
* Minutes of meetings
* Manpower
* Salaries
* Contractors