# 120383 Formative Assessments

**Formative assessment:**

**What is quality?**

**Aim:**

To reflect on quality and what quality is

**Time:**

10 minutes individually

10 minutes in plenary

**Task:**

1. Think about a time that you received poor service or goods. What made you decide that the quality of the goods or service was poor?
2. What criteria do you use to decide whether goods or service is good?
3. How do the criteria you decided upon above, relate to quality in project management?

**Formative assessment**

**Time and planning management**

**Purpose:**

To propose ways to address time and planning management challenges

**Time:**

20 minutes team work

20 minutes plenary

**Task:**

You need to take time planning management challenges/issues listed below and suggest practical steps that project managers could implement to address the challenges.

Balance between time, cost and quality

Quality of resources and the impact on project planning and time management

Management of team members

Unrealistic planning and time estimates

Lack of support for project

Co-ordinating many variables

**Formative Assessment**

**Individual activity health and safety**

Write down your understanding of what constitutes safety in the workplace.

Name three good practices that you apply in your work place daily.

Name three unsafe acts that you have noticed in your work environment and what you did about them.

Discuss these answers with your facilitator and peers in class.

Distinguish between unsafe acts and conditions. Tick the appropriate box:

|  |  |  |
| --- | --- | --- |
| **Example** | **Act** | **Condition** |
| Using petrol to light a fire. |  |  |
| Tools and equipment in poor state. |  |  |
| A tree branch overhanging a power line. |  |  |
| Worn tyres on a bus. |  |  |
| Driving a bus with worn tyres. |  |  |
| A swarm of angry bees in a tree outside the office. |  |  |
| Disturbing the bees. |  |  |
| Taking medicine of which the expiry date has lapsed. |  |  |
| Storing paraffin in a “Sprite” bottle. |  |  |
| Having casual sex without using a condom. |  |  |
| A faulty electric appliance. |  |  |

**Formative Assessment**

**Health and safety**

1. In your working environment name the common hazards as mentioned in this learner guide that you come across on a daily basis.
2. Discuss the improvements that you would recommend to reduce these hazards.
3. Do an inspection of your workplace and discuss the bad housekeeping hazards of your area.

**Formative assessment SO1 AC1-4; SO2 AC1-3; \**

Write a report about the importance of quality management on the HIV/AIDS Information project and how you could effectively implement total quality management in the project.

1. Identify quality stakeholders, objectives, levels and standards
2. Explain the purpose of quality control on a project, using examples
3. Explain the processes required to control quality on this project,
4. Give reasons for consistent practice, using examples
5. Make suggestions relating to the project deliverables to ensure that the HIV/AIDS Information project delivers quality information and counselling
6. Make suggestions relating to the information and counselling content to ensure that quality objectives can be met
7. Present you findings to the rest of the class.
8. Think of a building project such as the soccer stadium and make suggestions to ensure safe working conditions