# 120385 Formative Assessments

**Individual activity - budget**

**Purpose:**

To understand the development of project budget

**Time:**

30 minutes learning team work

30 minutes learning team presentations and discussion

**Task:**

Develop a budget for your project

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**Formative Assessment**

**Individual activity PERT chart**

You need to be able to examine and interpret charts like this PERT

Please note the following:

The CIRCLES mark the beginnings and ends of TASKS to be done in the project. Also called NODES. (in some of the examples the circles are shown as rectangles)

The ARROWS are the tasks themselves. In the example below they are identified by letters A to F. In a real PERT chart, the actual names of tasks would be used instead of letters. The lengths of the arrows does not relate to their length in time.

The NUMBERS after the task names are the DURATIONS of the task. The time interval may be anything from seconds to years.

Important point to remember: the ARROWS are tasks, not the circles (nodes).

When a node has two or more tasks branching from it, it means those tasks can be done concurrently (at the same time.)

When a node has incoming arrows, it means the incoming task must be completed before progress may continue to any arrows heading away from the node. e.g. Task A must be completed before tasks D or E may begin

**Answer the following questions:**

Which tasks are on the critical path of the PERT chart above? Time is indicated by t=4mo, meaning 4 months.

The person working on task B tells the project manager he can't start work until one month after the scheduled starting date. What impact would this have on the completion date of the project? Why?

Which tasks will run concurrently?

Which tasks have predecessor tasks (shown by incoming arrows)?

If the start and finish date of task E is delayed by one month, will this impact on the final delivery date of the project?

**Formative Assessment SO1 AC1,3; SO2 AC1,2**

**setting up a PERT chart**

**Purpose:** To distinguish between activities that should be included in the Critical Path and those that should be included in parallel activities

**Task:** You are responsible for scheduling the following activities regarding the renovation of your existing business premises

1. Set up **a PERT Chart** using the following data (use flip charts).
2. Consider which activities should be in **the Critical Path** and those that must be represented in **the parallel activities**.
3. Allocate realistic **time frames** for completion per activity (e.g. T=2).
4. Determine if any **activities have been overlooked**.
5. Determine **a finish date**.
	* Start date of the project 1 September 200….
	* Appointment of an architect
	* Completion of drawings
	* Ordering of new office furniture
	* Delivery of new office furniture
	* Appointment of a painter
	* Appointment of a contractor
	* Finalise paint selection
	* Removal of old furnishings
	* Stripping of old fittings
	* Ordering new lights
	* Application for new telephone lines
	* Ordering of new computers
	* Ordering of new ceilings
	* Fitting of new acoustic ceilings
	* Rewiring for lights
	* Rewiring of computer cables
	* Painting
	* Re-installation of telephone system
	* Painting
	* Landscaping
	* Tender for security
	* Reinstallation of printers/faxes/computers
	* Laying of new carpets
	* Ordering of new kitchen appliances/crockery and cutlery
	* Payment of contractors
	* Re-plumbing of kitchenette
	* Ordering of stationery/consumables
	* Delivery of stationery

**Formative Assessment SO1 AC1,3; SO2 AC1,2**

You have to arrange an information session about HIV/AIDS. In a group, do the following:

Draw up a preparation Control Chart

Draw up an events Control Chart

Draw up a budget Control Chart

Draw up a task list

Do a GANTT chart for the tasks

Allocate resources

**Formative assessment SO1 AC1-3; SO2 AC1-2**

You volunteered for a project. Do the following:

Identify and explain the project management tools used

Explain the limitations and advantages of these tools

Attach a copy of one of the tools you developed for the project

Explain where you experienced problems using these tools for the project and what steps you took to rectify the problems.