# 120387 Formative Assessments

**Formative assessment SO1 AC1-4**

Describe three duties you would perform as a project manager when implementing a project.

Explain the necessity and value of a schedule in controlling project work, giving examples

Explain the process of controlling the execution of the project schedule

Explain the importance of controlling changes to the duration of activities

Describe the use of a baseline in controlling work on a project

Draw a Preparation Control Chart for the HIV/AIDS Information project.

Develop an Events Control Chart for the HIV/AIDS Information project

Present your work to the rest of the class.

**Formative assessment SO2 AC1-5; SO3 AC1-2**

**Individual activity**

Which of the monitoring methods do you think is most useful?

Name one problem you could face when monitoring and evaluating a project during the Project Implementation phase.

How would you regulate a time issue?

Discuss your answers in your groups

Do the following for the project you volunteered for:

Collect information pertaining to progress against the planned schedule and update the records

Compare actual progress versus planned progress and record and report this

Identify, document and communicate variances

Identify potential corrective actions and make suggestions to management

Document lessons learnt and communicate to relevant parties

Attach relevant documents as proof of your work

Document approved changes to schedules and update associated schedules

Communicate approved changes to relevant parties

**Formative assessment SO3 AC1-2**

**Reports**

Discuss the content of the weekly and monthly reports. Develop a format for the weekly and monthly reports of the HIV/AIDS Information project.