

**SUMMATIVE ASSESSMENTS**

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| **NATIONAL DIPLOMA: ORGANISATIONAL TRANSFORMATION AND CHANGE MANAGEMENT** **ID 49076 – NQF LEVEL 5 – 251 CREDITS** |

**APPLY A RANGE OF PROJECT MANAGEMENT TOOLS**

 **US ID:** **10140**

**Learner Information (Please Complete this Section)**

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| Name & Surname: |  |
| ID Number |  |
| Tel/Cellphone Number |  |
| Email Address |  |
| Organisation/Venue: |  |
| Workplace Unit/Dept: |  |
| Facilitator Name: |  |
| Date Started |  |
| Date completed |  |

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**Declaration**

I(Learner)…………………………………………………………………………………………….herewith declare that I am ready for the assessment, that we have reviewed the assessment preparation and plan, I understand the assessment process and I am happy that the assessment will be conducted in a fair manner.

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| **Learner Signature:** | **Date:** |
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| **Assessor Information** |
| **Name:** |  |
| **Surname:** |  |
| **Date:** |  |
| **Contact telephone No:** |  |
| **Assessor No:** |  |
| **ID** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Moderator Information** |
| **Name:** |  |
| **Surname:** |  |
| **Date:** |  |
| **Contact telephone No:** |  |
| **Moderator No:** |  |
| **ID** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Summative Assessment Information**

The purpose of this summative assessment is to award credits to learner achieving the following skills program/unit standard: **APPLY A RANGE OF PROJECT MANAGEMENT TOOLS,** and is intended for use by the accredited Training Providers, for the following qualification:

**NOTE**

The assessment instruments included in this assessment pack are all summative assessment instruments and are to be read in conjunction with the formative assessment instruments Contained in the learner workbook. Both formative (workbook) and summative assessments are to be retained as part of the learner’s portfolio of evidence.

* A number of the assessment instruments contained in this assessment are workplace knowledge based questions.
* This means that you will arrange with the learner, a time that is suitable, during which the learner will complete each questions.
* **Answer All the questions.**

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| **Learning Unit1** | **US:10140, NQF LEVEL 4 WORTH 8 CREDITS****APPLY A RANGE OF PROJECT MANAGEMENT TOOLS** |
| **Unit Standard Purpose** | This unit standard is a core standard and forms part of the qualification, National Certificate Project Management and is registered at Level 4 on the National Qualifications Framework. Learners accessing this standard will be involved in project management teams or involved in building small project management teams. These projects may be technical projects, business projects or developmental projects and will cut across a range of economic sectors. This standard will also add value to learners who are running their own business and recognise that project management forms an integral component of any business. Learners acquiring this standard will be able to demonstrate an understanding of project management tools and the use of a range of project management tools. The qualifying learner is capable of: * Demonstrating an understanding of project management tools.
* Using a range of project management tools.
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| **Learning Assumed to be in Place** | * Learners accessing this qualification will have demonstrated competence against standards in project management practices or equivalent of NQF Level 3.
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| **Activity**  |
| **1** |

**The proper Programme Management approach offers a number of advantages: Demonstrate knowledge and understanding of any 6**

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| **Activity**  |
| **2** |

**Project objectives must be SMART; Deduce the meaning of this.**

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| **Activity**  |
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**Give a detailed explanation of each of the project management tools.**

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| **Activity**  |
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**What are the advantages and disadvantages of using project management tools?**

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**Briefly describe each of the organisational structures there is.**

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**What is the main purpose of report progress on a developmental project or any project at all?**

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**Define problem solving in the context of a project, and list any ten problem solving techniques**

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