



MACHAKOS UNIVERSITY

University Examinations for 2018/2019 Academic Year

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF BUSINESS ADMINISTRATION

SPECIAL/SUPPLEMENTARY EXAMINATION FOR

DIPLOMA IN PROCUREMENT

BBA 039: PROJECT AND CONTRACT MANAGEMENT

DATE:

TIME:

INSTRUCTIONS: Answer Question ONE and any other TWO Questions.

1. a) Define the following terms as used in project and contract management.
 - i) Planning
 - ii) Contract
 - iii) Tender
 - iv) Appraisal(4 marks)
- b) Outline TEN steps you would follow when planning a project. (10 marks)
- c) Controlling is a major activity during project implementation. Explain briefly the three steps involved in controlling. (6 marks)
- d) Project Managers are expected to give feedback to stakeholders and to help them to be effective. With the aid of an illustration, show the continuous loop that exists when there is good feedback. (10 marks)
2. a) Explain the meaning of Project Appraisal. (5 marks)
- b) Outline the five steps that you should follow to appraise a project. (5 marks)
- c) There are two major types of project appraisal. Discuss them. (10 marks)

