MACHAKOS UNIVERSITY

SCHOOL OF BUSINESS AND ECONOMICS

BBA 039 PROJECT AND CONTRACT MANAGEMENT
SUPPLEMENTARY EXAM
DIPLOMA IN PROCUREMENT & SUPPLY CHAIN MANAGEMENT Y2S1

Time: 2 Hours

Instructions:

Answer Question **ONE** and any other **TWO** questions.

Q1 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)

Q2 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)

Q3 a) Outline any FIVE responsibilities of a project administrator. (5 marks)

b) Describe: i) a project human resource plan
ii) a cost management plan (10 marks)

c) Explain how project management differs from other management principles. (5 marks)

Q4 a) Outline the stages of a contract life cycle. (5 marks)

b) Discuss "Good Contract Management". (10 marks)

c) Explain briefly, the role of a contract manager. (5 marks)

Q5 Discuss with relevant examples, the process you would follow when implementing a contract. (20 marks)