

041306T4PMN

PROJECT MANAGEMENT LEVEL 6

BUS/OS/PM/CR/01/6/A

Manage Project Inception Phase

Nov/Dec 2024



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

WRITTEN ASSESSMENT

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE

1. Marks for each question are indicated in the brackets.
2. The paper consists of **TWO** sections: **A** and **B**.
3. Candidates are provided with a separate answer booklet
4. **DO NOT** write on this question paper.

This paper consists of FOUR (4) printed pages

**Candidates should check the question paper to ascertain that all
pages are printed as indicated and that no questions are missing.**

SECTION A (40 MARKS)

Answer ALL the questions in this section.

1. You have been tasked to lead the project inception phase of a community based development project. Your first task is to create a concept note. Outline FOUR contents of a concept note. (4 Marks)
2. A Non Governmental Organization intends fund a project with the highest community impact in your county. You have been tasked to identify the viable idea. Highlight FOUR steps you will take to identify potential project ideas. (4 Marks)
3. During inception phase of a water supply project in a rural community, it is crucial to carry out a situational analysis. Identify FOUR benefits of situational analysis. (4 Marks)
4. Feasibility study is carried out using various tools. List FOUR tools used in feasibility study. (4 Marks)
5. As a project management student; you have been tasked to prepare a feasibility study report for a new e-commerce platform. Highlight FOUR contents of the feasibility study report. (4 Marks)
6. Stakeholders have a responsibility to ensure that a project succeeds. Outline FOUR roles of stakeholders in the development of the concept note. (4 Marks)
7. A manufacturing company is launching a project to redesign its corporate website. They need to define the project scope. Outline FOUR steps followed when identifying the project scope before inception. (4 Marks)
8. A company has conducted a feasibility study and has highlighted various findings relating to market demand, financial projections and site suitability. State FOUR methods that are suitable for feasibility study. (4 Marks)
9. You have been tasked to prepare a situation analysis for the company that intends to initiate a new project. Mention FOUR external factors to be considered during situational analysis. (4 Marks)
10. For donors to fund a project proposal, it is mandatory to attach supportive documents. Outline FOUR types of documents that should be attached to the appendix section of a project proposal. (4 Marks)

SECTION B (60 MARKS)

Answer question 11 and any other TWO questions in this Section

11. Development of a concept note for a community health initiative project

In response to increasing health concerns within a rural community, a non-governmental organization (NGO) decided to develop a concept note for a new community health initiative. The goal of this initiative was to improve access to healthcare services and raise awareness about preventive health practices. The NGO aimed to secure funding from international donors and partners by presenting a well-structured concept note that outlined the project's objectives, scope, and expected outcomes.

The development of the concept note began with a thorough situation analysis to identify the health challenges facing the community. The NGO engaged local stakeholders to gather insights and validate their needs. Based on this analysis, the concept note was structured into several sections that outlined the proposed interventions and methodologies, as well as a budget summary. The NGO also included a stakeholder analysis to demonstrate how the project would involve and benefit the local population. Upon completion, the concept note was reviewed and refined based on feedback from key stakeholders and experts. The final document successfully communicated the project's relevance and feasibility; As a result, the concept note attracted positive attention from several funding agencies, leading to the approval and allocation of resources needed to launch the initiative. The development process demonstrated the importance of a well-prepared concept note in securing support and ensuring the effective implementation of a community-focused project.

- a. Describe FIVE challenges likely to accrue from a community health initiative project.
(10 Marks)
- b. Explain FIVE ways in which involvement of local stakeholders contributed to the development and success of the concept note for the community health initiative.
(10 Marks)

12.

- a. Feasibility study is a rigorous process which may involve diverse challenges. Explain FIVE challenges that may be encountered while carrying out a feasibility study.
(10 Marks)
- b. The United Nations Environment Program (UNEP) engaged its stakeholders in preparing a situation analysis in readiness to commence a new project. Describe FIVE roles of stakeholders in situation analysis.
(10 Marks)

13.

- a. A project manager has to consider several factors when organizing for a feasibility study. Describe SIX factors that a project manager should assess before carrying out feasibility study. (12 Marks)
- b. You have been tasked to draft a problem statement for a project aimed at reducing employee turnover in a certain company. Explain FIVE areas the problem statement will focus on. (8 Marks)

14.

- a. A community development project failed because the project team did not engage stakeholders during project inception. Explain FIVE advantages of engaging stakeholders during project inception. (10 Marks)
- b. As a project expert a client has approach you and requested you to explain the need for gathering project requirements. Explain FIVE strategies you will use to help the client understand the need for gathering project requirements. (10 Marks)

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