



ICM

SEPTEMBER 2015

PURCHASING & MATERIALS MANAGEMENT

Instructions to candidates:

- a) Time allowed: Three hours (plus an extra ten minutes' reading time at the start – do not write anything during this time)
 - b) Answer any FIVE questions
 - c) All questions carry equal marks. Marks for each question are shown in []
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- 1. Purchase order status reports have an important role in the overall management of a project. Explain how these reports can support the work of a project manager. Illustrate your answer with an example of a report. [20]
 - 2. Explain the various types, and their content and purpose, of vendor documents used in the manufacture of project equipment. [20]
 - 3. Set out and explain the content and purpose of a shortage list. Illustrate your answer with an example of a shortage list. [20]
 - 4. Care must be taken with the distribution of purchase enquiry documents. Explain the appropriate distribution of such documents. [20]
 - 5. Accommodation can be a common cause of problems for a project manager when it comes to the storage of goods. Review the ways in which accommodation can be an issue for the project manager. [20]
 - 6. When it comes to the timing and order of deliveries the project manager can choose between a number of possibilities. Review the main options available. [20]
 - 7. Project managers will often want to assure quality and progress in the delivery of project equipment. Explain how a project manager might undertake this task. [20]
 - 8. Review the elements typically seen in a project purchasing organisation. [20]