



# ICM

MARCH 2017

MANAGING WORK & COSTS

**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. A project register is a key reference and control document for a project manager. Explain how a project register supports the work of a project manager and review its typical content. Illustrate your answer with an example of a project register. [20]
  2. Review the role and function of a change committee, illustrating the factors that it will consider when authorising project changes. [20]
  3. A well-run project is likely to have effective procedures in place for managing project correspondence. Analyse the procedures that should be in place. [20]
  4. Review the steps that should be followed by a project manager to get a project underway. [20]
  5. The completion of a project will be signalled by the preparation of a project closure document. Explain the purpose and content of a project closure document, illustrating your answer with an example. [20]
  6. A project manager will, at times, find it necessary to use temporary or agency staff. Explain the issues that will need to be considered when using these staff on the contractor's premises. [20]
  7. An immediate action order is a critical document in project management. Explain the purpose of an immediate action order and review the particular issues that should be considered in its use. Support your answer with an example of an immediate action order. [20]
  8. Review the approaches available to a project manager to collect progress information on a project. [20]