



# ICM

MARCH 2017

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. Care must be taken by a project manager when amending a purchase order. Explain the key issues that a project manager will need to consider when amending a purchase order. [20]
  2. Analyse the options available to a project manager for the timing and order of project materials. [20]
  3. Set out and review the phases of the purchasing cycle. [20]
  4. Project managers will, at times, find it necessary to expedite a purchase order. Explain what **expediting** is and review the methods available to a project manager to expedite a purchase order. [20]
  5. Explain what a **purchase order status report** is and assess how it supports the work of a project manager. Illustrate your answer with an example of a purchase order status report. [20]
  6. Analyse the approach that should be taken to the distribution of purchase enquiry documents. [20]
  7. A purchasing agent can carry out an important role in assisting with the delivery of a project. Explain how a purchasing agent can support the delivery of a project. [20]
  8. Accommodation for project material can pose many challenges for a project manager. Analyse the challenges that a project manager can face with regard to the storage of goods. [20]