



ZCAS University

SMS2861 - REPORTING AND PRESENTATION TECHNIQUES

FINAL SEMESTER EXAMINATION

DATE: MONDAY; 3RD JUNE 2024

TIME: 08:30 TO 11:30 HOURS

TIME ALLOWED: THREE HOURS (plus 5 minutes to read through the paper)

INSTRUCTIONS:

1. Section A: This question is **compulsory** and must be attempted.
2. Sections B: Answer Three (3) questions from this section.
3. This question paper carries a total of **100 marks**.
4. Candidates must **not turn this page** until the invigilator tells them to do so.

SECTION A: QUESTION ONE IS COMPULSORY AND MUST BE ATTEMPTED

QUESTION ONE

You are the project manager for star construction company that has been awarded a contract by Lusaka City Council to construct a modern market in Lusaka Mandevu area along Great North Road. The rationale for this project is to ensure that the traders around the project site have a decent facility to trade from instead of them trading along the road where there have been reported cases of most of them being hit by motorists. The facility will also curb street vending which contributes to environmental degradation due to improper waste management.

The modern market construction project is supposed to last for one year, that is, from January to December 2024. This project is critical as it will contribute towards government's vision of improving economic conditions of the country as well as ensuring environmental protection and sustainability.

The project is being jointly funded by the Zambian government and World Bank.

REQUIRED

- a. Discuss the importance of reporting on this project **(18 Marks)**
- b. Critically examine the role of technology in reporting project information to stakeholders on this project **(10 Marks)**
- c. Describe any 3 components of an M&E Report **(12 Marks)**

[Total = 40 Marks]

SECTION B: ATTEMPT ANY THREE QUESTIONS IN THIS SECTION

QUESTION TWO

'One of the most critical elements to consider in an M&E Report is the project scope'. Project scope details the project inclusions and the project exclusions.

REQUIRED

- a. Explain the importance of a project scope **(5 Marks)**
- b. Identify and discuss any 3 important components of a Project scope Statement **(15 Marks)**

[Total: 20 Marks]

QUESTION THREE

Monitoring and Evaluation Systems require twelve main components in order to function effectively and efficiently to achieve the desired results.

REQUIRED

- a. Explain the meaning of the Term M&E System **(4 Marks)**
- b. Describe any three components of an M&E System **(16 Marks)**

[Total: 20 Marks]

QUESTION FOUR

One of the important factors that an Evaluation has to address in order for it to be comprehensive is sustainability.

REQUIRED

- a. Explain the meaning of the term project sustainability **(4 Marks)**
- b. Discuss any 4 Project Sustainability factors that need to be considered on a project **(16 Marks)**

[Total = 20 Marks]

QUESTION FIVE

Write short notes on the following terms

- a. Effectiveness (5 Marks)
- b. Efficiency (5 Marks)
- c. Vertical Intervention Logic (5 Marks)
- d. Horizontal Intervention Logic (5 Marks)

[Total = 20 Marks]

END OF EXAMINATION