

Register Number

II Semester Diploma Examination, June/July-2023

PROJECT MANAGEMENT SKILLS

Time : 3 Hours]

[Max. Marks : 100

- Instructions : (i)
-) Answer one full question from each Section-I, II, III, IV & V.
 - (ii) Each full question carries 20 marks.
 - (iii) Answer to be specific and to the point.

SECTION - I

- 1. (a) List any eight features of a project.
 - (b) Match the following consultancy firms with their services :

TATA Consultancy (a) Manpower consultancy (i) Services (TCS) Technical consultancy services (b) **Tresvista Financial (ii)** Services (c) IT solutions WAPCOS Ltd. (iii) (d) **SIS** Institute Budget management (iv) (e) Water and power resources consultancy Kitco Ltd. (v) (f) Entrepreneur training and consultancy **Talent Hunter** (vi)

(c) Explain different types of project.

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2. (a) Analyse the differences between Project and Operation.
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(b) List any five characteristics of Project Manager.
(c) Discuss any three needs and any five main jobs of Project consultants.
(d) List any three obstacles in project management.
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SECTION - II

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- (a) Define :
 - (i) Project Procedure Manual (PPM)
 - (ii) Project Execution Plan (PEP)
 - (b) Describe the prerequisites for successful project implementation.
 - (c) Develop a Work Breakdown Structure (WBS) for sports events of a college.
 - (d) Analyse the importance of communication in a project.
- (a) List the different types of project teams and explain any two teams.
 - (b) List the steps to be taken for effective communication.
 - (c) Develop the factors to be considered while selecting the project team members.
 - (d) Analyse the steps involved in project direction.

SECTION – III

5. (a) List the different phases of project management life cycle.

- (b) Discuss any three methods of risk analysis.
- (c) The polytechnic industrial tour for students was planned for 15 days. However the tour took 18 days for completion. Evaluate the possible reasons for the delay in the planned tour.
- (d) Explain best and worst case analysis. Mention its limitations.
- (a) Define project risk. List different type of risk assessment techniques.
 - (b) Discuss the key project management steps for monitoring and controlling of a project.
 - (c) A house construction project was planned to implement with an estimated budget of 80 lacs. However after the completion of the project it was found that the project cost was 98 lacs. Evaluate the possible reasons for the increase in the cost of the project.
 - (d) Discuss political risk in project execution.

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SECTION - IV

- 7. (a) State any four function of project planning.
 - (b) Discuss the functions of project auditor (any six).
 - (c) Draw the project planning structure.
 - (d) Construct a Gantt chart for the given project.

Jobs	Start Day	Duration	Manpower
J-1	0	4	6
J-2	2	2	4
J-3	4	8	7
J-4	8	5	5
J-5	11	4	2

- (a) List any five time monitoring efforts.
 - (b) Describe project evaluation and mention any three reasons for conducting evaluation.
 - (c) Construct a Network diagram for following details and show critical path : 10

Activity Letter	Preceding activities	Duration (in days)	No. of employees
Α	Nil	0	
В	Α	8	3
С	В	2	5
D	В	1	2
E	С	1	3
F	В	3	7
G	D, F	1	2
H	В	6	5
I	E, H	3	3
J	G	2	4
K	J	1	3
L	I, K	1	3
М	L	1	2
N	Μ	1	2

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SECTION - V

	(b)	Discuss the differences between Augmented Reality (AR) and Virtual Reality (VR).	5
	(c)	Analyse the uses of network techniques (any five).	5
	(d)	Describe the steps involved in Data science and Data analytics in project management.	5
10.	(a)	Distinguish between PERT and CPM in project management.	5
	(b)	Discuss the applications of Internet of Things (IoT).	5
	(c)	List the benefits of AR and VR in project management.	5
1	(d)	Analyse the steps in project audit program.	5

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II Semester Diploma Examinations, June/July-20223 PROJECT MANAGEMENT SKILLS (20PM01T) Scheme of Valuation

Instructions:

- 1. Answer one full question from each SECTIONI, II, III, IV, and V.
- Each One full question carries 20 marks.
 Answer to be specific and to the point

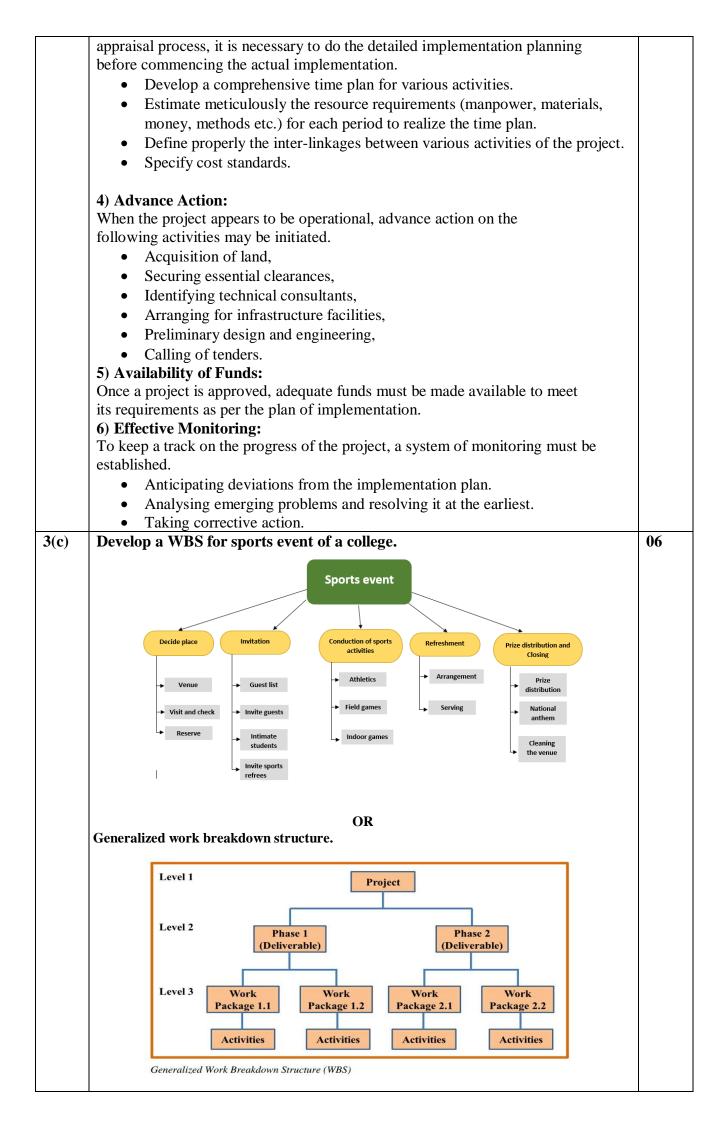
Q. No.	Question breakup	Marks
	SECTION-I	
1(a)	Eight features	08×01=08
1(b)	Match the following.	06×01=06
1(c)	Three types Listing + explain (any one or more points each)	03+03=06
	OR	· · ·
2(a)	Any four differences.	04×01=04
2(b)	Any five qualities.	05×01=05
2(c)	Any three needs and Five jobs.	03+05=08
2(d)	Any three obstacles.	03×01=03
	SECTION-II	
3(a)	Definition. i) and ii)	02+02=04
3(b)	Listing and explanation	03+03=06
3(c)	WBS construction.	06
3(d)	Any four importance.	04×01=04
	OR	
4(a)	Listing and explanation of any TWO.	04+02=06
4(b)	Steps.	04×01=04
4(c)	Any five factors.	05×01=05
4(d)	Steps.	05
	SECTION-III	· · ·
5(a)	List four phases.	04×01=04
5(b)	Any Three methods	03×02=06
5(c)	FIVE reasons.	05×01=05
5(d)	Explanation and limitations	03+02 =05
	OR	· ·
6(a)	Definition and listing	03+02 =05
6(b)	Five Steps	05
6(c)	Eight reasons.	08×01=08
6(d)	Definition.	02
	SECTION-IV	
7(a)	Any Four functions.	04×1=04
7(b)	Any Six functions.	06×1=06
7(c)	Block diagram	05
7(d)	Each correct job (FIVE JOBS)	05×01=05
	OR	
8(a)	Five efforts	05×01=05
8(b)	(i) Definition (02) (ii) List any three reasons $(03 \times 01=03)$.	02+03=05
8(c)	Construction and identifying critical path	09+01=10

	SECTION-V	
9(a)	Different phases	05×01=05
9(b)	Five differences.	05×01=05
9(c)	Five uses	05×01=05
9(d)	Steps	05
	OR	
10(a)	Any five differences between PERT and CPM.	05×01=05
10(b)	Five applications.	05×01=05
10(c)	Five benefits.	05×01=05
10(d)	Steps	05

Q.No.	Quest	tion and Answers	Marks
		ECTION-I	
1(a)			08
1(a)	List any Eight features of a project Following are some important feature		Vo
	 Unique in nature. (No two pro 		
	 Have definite goals (objective 		
	 Require set of resources. 		
		r completion with a definite start and finish.	
		ed by start, growth, maturity and decline	
	 Involves risk and uncertainty 	ed by start, growin, maturity and deemie	
	•	ns and interdisciplinary approach.	
		in any project throughout its life.	
1(b)	Match the following:		06
	TATA Consultancy	IT solutions and Services	
	Services (TCS)		
	Tresvista Financial	Budget management	
	services		
	WAPCOS Ltd	Water and Power resources	
		consultancy	
	SIS Institute	Entrepreneur training and	
		consultancy	
	Kitco Ltd	Technical consultancy	
		services	
	Talent Hunter	Manpower Consultancy	
	 previously Minimum requirement of capit No sacrifice in terms of quality 2. Crash Projects Requires additional costs to gather the second second	allowed to take their normal time, as measured al. 7. in time. es is encouraged.	
	calamitiesor floods etc. These provide rel	habilitation for affected people.	
	Anything needed to gain time i	- ·	
	• Round the clock work is done a		
	Capital cost will go up very high		
	Project time will get drastically	y reduced as it is of upmost importance.	
		OR	
2(a)	Identify any four differences betwee	een project and operation.	04
	Difference between project and operation	ation are as follows:	

SI #	Project	Operation	
1	Temporary	Repetitive	
2	Unique	Continuous cycle	
3	Create new product, service or process	Product, service or process already created and is in use	
4	Performance, cost and time are uncertain	Performance, cost and time are known	
5	Developing a new system	System already exists, maintaining and sustaining	
6	Unexpected inputs and outputs	Expected inputs and outputs	
7	More risk, usually done for the first time	Fewer risk as they are repeated many times	
8	When objectives are achieved the project ends	Multiple objectives to be achieved again and again	
2(b) List an	ny FIVE qualities of Project manage	er.	05
	Preference for significant initiative at Aggressiveness, confidence, persuas in communication, Ambition, activity Effectiveness as integrator of project Broad scope of personal interests; mu Composed with enthusiasm, in agitat Able or willing to devote most of his Able to identify problems ahead. Willing to make decisions that are ac Able to maintain a proper balance in	iveness, verbal fluency; ultra-specialist y, forcefulness. personnel. ust have a diverse interest. tion, spontaneity. time to planning and controlling.	
Need of a. Whe b. Whe project c. Whe d. Whe	en there is no in-house facility available	Idertaken. e of meeting the requirement of the le in the organization. of imported technology and knowhow.	08

2(d)	List any THREE obstacles in Project management.	03
()	 Project complexities 	
	 Execution of customer's special requirement might result time delay and co-ordination with many agencies. 	
	 Organization rearrangement is a typical task. 	
	• Project risks, coupled with statutory changes are nightmare for the project	
	manager.Changes in technology needs highly qualified team.	
	 Forward planning and pricing. 	
	SECTION-II	
3 (a)	Procedure Manual (PPM) and Project Execution Plan (PEP).	04
	Project Procedure Manual (PPM):	
	 The project procedure manual gives a complete picture about the system. It is intended to guide project managers. 	
I	 It is intended to guide project managers. It has to be prepared in such a way that the agencies are able to see their 	
	roles and mutual relationships in achieving the common goal.	
1	> Preparation of a project procedure manual should start with each project	
	management sub system.	
	 It contains the instruction for handling the project in accordance with the terms of the contract. 	
	Project Execution Plan (PEP):	
	\succ The Project Execution Plan is the governing document that establishes the	
	means to execute, monitor, and control projects.	
	➢ It is a document that describes the objectives we want to achieve in a company with the time and resources needed along with the costs, quality,	
	benefits, etc.	
	PEP includes four sub-plans. These are:	
	i. Contracting Plan	
	ii. Work packing Planiii. Organization Plan	
	iv. Systems and Procedure Plan	
3(b)	Describe the prerequisites for successful project implementation.	06
	1) Adequate Formulation:	
	Often project formulation is deficient because of one or more of the following shortcomings.	
	2) Sound Project Organization:	
	A sound organization for implementing the project is critical to its success.	
	1. It is led by a competent leader who is accountable for the project	
	performance.	
	2. The authority of the project leader and his team is corresponding with their	
	responsibility. 3. Adequate attention is paid to the human side of the project.	
	4. Systems and methods are clearly defined.	
	5. Rewards and penalties to individuals are related to performance.	
	3) Proper Implementation Planning:	
l	Once the investment decision is taken, and during the formulation and	



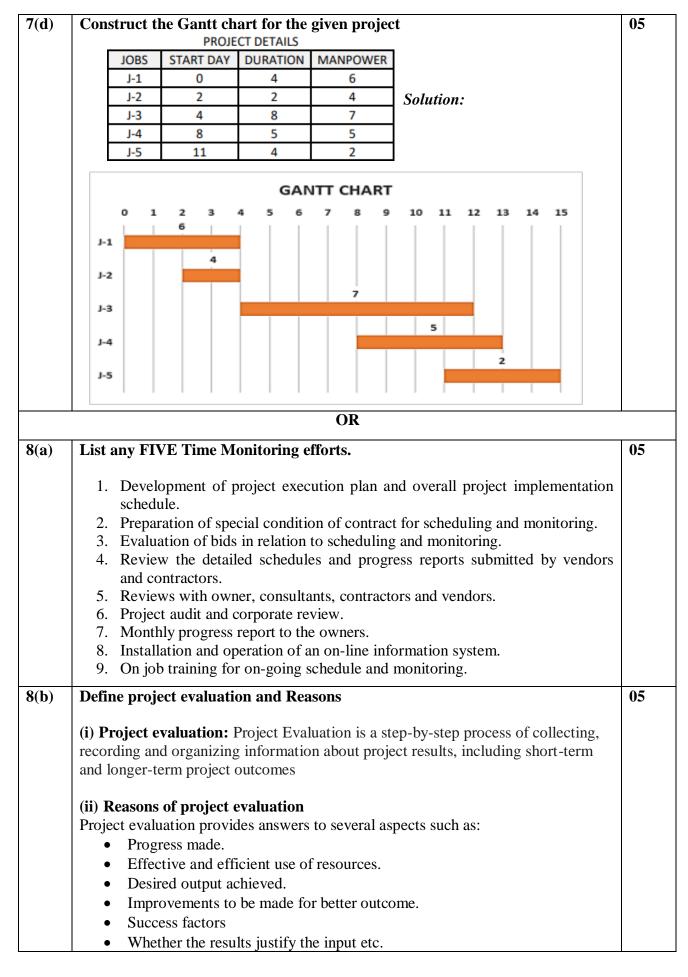
3(d)	Analyse the importance of communication in a project.	04
	Effective communication is often the foundation of successful projects.	
	➢ Good communication can unite team members and stakeholders to a	
	project's strategy, objectives and budget.	
	\blacktriangleright It can also enable everyone involved in the project to understand his or her	
	roles, which may make them more likely to support the project.	
	▶ Without effective communication, projects can incur more risk and fail to	
	meet desired outcomes.	
	> According to Peter F Drucker, 63% of management problems are due to	
	faulty communications.	
	> For a successful project implementation, a two-way communications	
	system is essential.	
	For that matter, the entire process of direction, coordination and control in aproject	
	revolves around communication.	
	OR	
4 (a)	List the different types of project team and explain any two project team.	06
	Project team can be classified as	
	a) Initial project team	
	b) Designated project leader/manager	
	c) Core project team or project steering committee	
	d) Full project team	
	e) Project advisors	
	f) Project stakeholders	
	g) Process facilitators.	
	g) Trocess facilitators.	
	a) Initial project team	
	 It consists of specific people who have idea of starting a project. 	
	 The member of this team may or may not be a part of the core project team. 	
	b) Designated project leader/manager	
	\rightarrow Any one of the team members will be designated as a project	
	leader/manager and he will be responsible for coordinating the activities of	
	team members, managing the relations with key stakeholders and the	
	process of going through the project cycle.	
	process of going through the project cycle.	
	c) Core project team	
	 It is a small group of people of 3 to 8 members who are ultimately 	
	responsible for designing and managing the project.	
	 It is also called the project driving committee consisting of sponsor, client, 	
	leader, expert/specialist and internal auditor (inspector or examiner).	
	d) Full Project Team	
	\rightarrow It is bigger than the core project team, it consists of a complete group of	
	people involved in designing, implementing, monitoring and learning from	
	a project.	
	 This team includes managers, stakeholders, researchers and other key 	
	members of the project.	
	memoers of the project.	
	e) Project Advisors	
	\succ The project advisors are not the part of project team	
	> Team members can depend on advisors for honest feedback and	
	counselling	
	 Project advisors can coordinate the works of the project 	
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		-

	 f) Project stakeholders The project stakeholders are individuals, groups or institutions who are interest in the project outcome They have a stake in the project The project success or failure depends on how much the stakeholders are satisfied with the project It is not mandatory that all the stakeholders should be a part of the projectteam. The key stakeholders will find a place in the project team. Example: Project manager, Team members, Managers, Resource managers, Executives, senior management, Company owners and Investors. 	
	g) Project Facilitators	
	 Project Facilitators help the project through the planning process. He is part of the initial project team and the core project team. He understands the key elements of the process and he has good facilitation skills. 	
	 A facilitator is an unbiased person who listens to both sides of an argument. The facilitator will solve problems by reaching common ground between two or more people. 	
4(b)	List the Steps to be taken for effective communication:	04
	 Make communication a priority Don't assume you know everything 	
	3. Keep things positive	
	4. Switch up the communication channels	
	5. Keep updates timely and concise	^ -
4(c)	Develop the factors to be considered while selecting the project team	05
	 members. Knowledge about biodiversity and threat to biodiversity. 	
	Knowledge about biodiversity and threat to biodiversity.	
	 Knowledge about biodiversity and threat to biodiversity. Knowledge about political, social and economic context. 	
	Knowledge about biodiversity and threat to biodiversity.	
	 Knowledge about biodiversity and threat to biodiversity. Knowledge about political, social and economic context. Knowledge or experience of stakeholders and their concerns. Experience or skill in developing the strategies. Experience in communication. 	
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4(d)	 Knowledge about biodiversity and threat to biodiversity. Knowledge about political, social and economic context. Knowledge or experience of stakeholders and their concerns. Experience or skill in developing the strategies. Experience in communication. Experience in fundraising Experience in budgeting and risk assessment. Should understand the psychology of the team. 	05
4(d)	 Knowledge about biodiversity and threat to biodiversity. Knowledge about political, social and economic context. Knowledge or experience of stakeholders and their concerns. Experience or skill in developing the strategies. Experience in communication. Experience in fundraising Experience in budgeting and risk assessment. Should understand the psychology of the team. Should not be short tempered. Analyse the steps involved in Project direction. 1. Staffing – Seeing that a professional person is chosen for every position. 2. Training – Training individuals and groups on how to fulfil their duties andresponsibilities.	05
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4(d)	 Knowledge about biodiversity and threat to biodiversity. Knowledge about political, social and economic context. Knowledge or experience of stakeholders and their concerns. Experience or skill in developing the strategies. Experience in communication. Experience in fundraising Experience in budgeting and risk assessment. Should understand the psychology of the team. Should not be short tempered. Analyse the steps involved in Project direction. Staffing – Seeing that a professional person is chosen for every position. Training – Training individuals and groups on how to fulfil their duties andresponsibilities. Supervising – Giving day-to-day instructions, guidance and discipline asrequired so that they can fulfil their duties and responsibilities. Belgating – Assigning work, responsibility, and authority so that others canmake maximum utilization of their abilities. Motivating – Encouraging others to put more effort into the successfulcompletion of the projects.	05

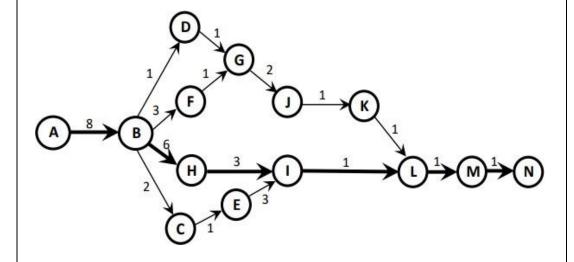
	SECTION-III	
5(a)	List the four phases of Project Management Life cycle. The four phases of project life cycle are, i. Initiation ii. Planning iii. Execution iv. Closure or Termination.	04
5(b)	 Discuss any THREE methods of risk analysis. Risk Analysis (a) Sensitivity Analysis: Sensitivity Analysis is a method that measures how the impact of uncertainties of one or more input variables can affect the output. This analysis improves the prediction of the model, by improving the response of model to change in inputvariables. In sensitivity analysis, typically one variable is changed at a time. (b)Scenario Analysis: Scenario analysis is a process of analysing future events by considering alternative possible outcomes. Scenario analysis is conducted, to analyse the impacts of possible future events on the system performance. (b) Best-case and Worst-Case Analysis: The objective of best-case and worst-case scenario analysis is to get a feelof what happens under the most favorable or the most adverse configuration of key variables, without bothering much about the internal consistency of such configurations. (d) Simulation Analysis: The Simulation Analysis is a method, wherein the infinite calculations are made to obtain the possible outcomes and probabilities for any choice of action. The role of simulation analysis is to summarize and analyse the results, in a way that will yield maximum insight and help with decision-making. 	
5(c)	 The possible reasons for the given project time overruns A change in the scope of the planned trip. Ineffective time management. Delays in starting of the trip. Delay in executing of the planned trip activities. A delay in one place visit, results in delays in subsequent activities. Use of defective vehicle for trip. Due to natural and unavoidable circumstance (Rain, flood etc) Improper management of boarding and lodging facility. Unexpected accident of the vehicle. Unexpected vehicle breakdown. Poor administration. Poor planning. 	05

happens under the me	st-Case Analysis: t-case and worst-case scenario analysis is to get a feelof what ost favorable or the most adverseconfiguration of key variables, ach about the internal consistency of such configurations.	05
Best Scenario	High demand, high selling price, low variable cost, and so on.	
Normal Scenario	Average demand, average selling price, average variable cost, and so on.	
Worst Scenario	Low demand, low selling price, high variable cost, and so on.	
 The assumptions The demand in the 	sumptions that there are few described scenarios. are not true in most of the cases. he market is based on the economy of the state which is very ct and the assumption model can fail.	
	OR	
Definition ·		
outcome. It refers to involved in carrying Types of Risk Asses	sment Techniques. ency x number of people affected.	

6(c)	The possible reasons for the given project cost overruns:08						
	Unplanned expansion of the project scope.						
	 Inaccurate initial cost estimation. 						
	 Failures in project performance. 						
	 Errors in project design. 						
	Improper risk management.						
	 Improper project team building. 						
	Wrong choice of equipment.						
	Incompetent material suppliers.						
	Time overrun.						
6(d)	Political Risks: Nationalisation or privatisation of a particular industry, political						
	instability, and trade restriction are some examples of political risks. The project						
	manager should ensure that the project does not go against the political interests of						
	the country.						
	SECTION-IV						
7(a)	State any FOUR functions of Project planning						
	Following are the functions of project planning:						
	 It should provide a basis for organizing the work on the project. 						
	 It allocates the responsibilities to individuals. 						
	> It is a means of communication and coordination between all those						
	involved in the project.						
	 It induces the people to look ahead. 						
	It gives a sense of urgency and time consciousness.						
	It establishes the basis for monitoring and controlling.						
7(b)							
	1. Plan and manage assigned audit projects according to established						
	standards.						
	2. Oversee auditing for operational, financial and compliance areas.						
	 Analyse root causes of control inefficiencies and recommend corrective actions. Measure, confirm, investigate, and report the status of a project with a view of reducing the uncertainties. Give advice to make recommendations. Evaluate the contract base lines and give judgement on their adequacy. To derive conclusions based on the audits conducted, maintain the demonstrate related to the multi-analysis. 						
	documents related to the audit work.						
7(c)	Draw the project planning structure.	05					
	2. Work description						
	1. Project objectives and Instruction 3. Master schedules						
	8. Management 4. Network schedules						
	decision making						
	4 Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z						
	7. Reports 6. Time and cost 5. Budget						
	performance						

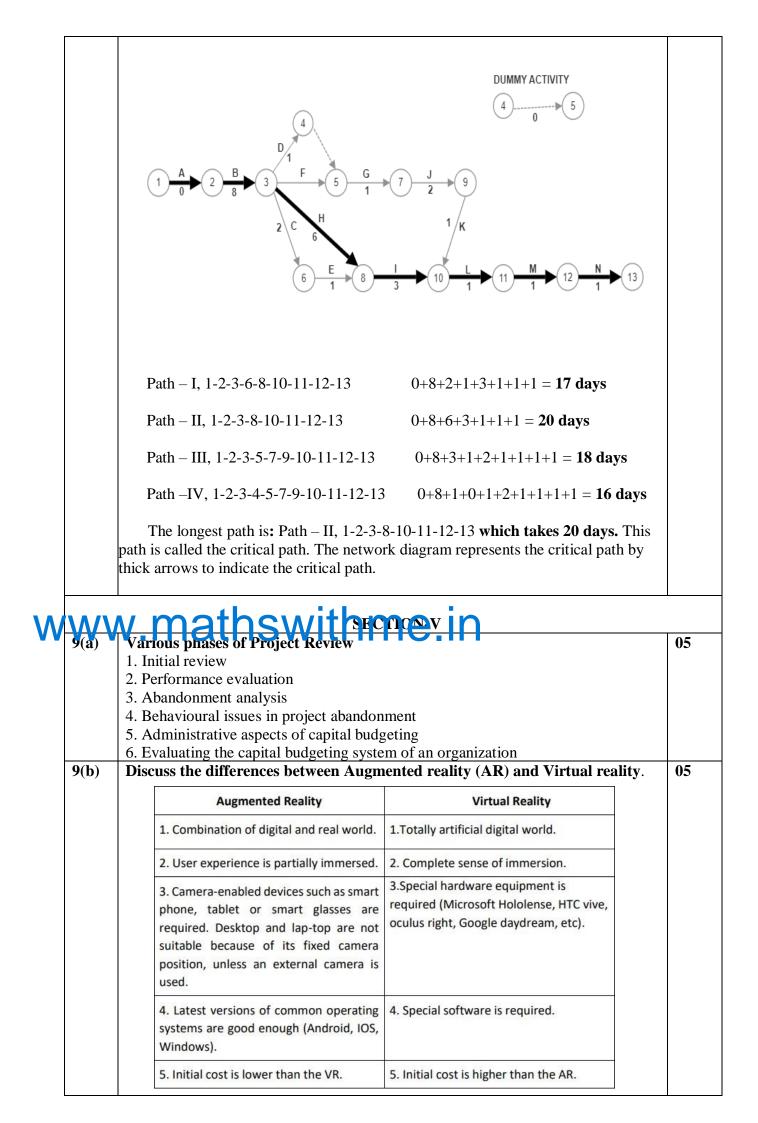


Activity Letter	Activity Description	Preceding Activities	Duration (days)	No. of Employees needed
Α	Start	Nil	0	-
В	Design	Α	8	3
С	Build frame	В	2	5
D	Build doors	В	1	2
Е	Fix axles, wheels and fuel tank	С	1	3
F	Build body shell	В	3	7
G	Fit doors to body shell	D, F	1	2
Н	Build and test engine	В	6	5
I	Assemble and test chassis	Е, Н	3	3
J	Paint body	G	2	4
К	Interior	J	1	3
L	Mount body to chassis	I, K	1	3
М	Road test the car	L	1	2
N	Finishing touch	М	1	2



Path IV: A-B-C-E-I-L-M-N Path III: A-B-H-I-L-M-N Path II: A-B-F-G-J-K-L-M-N Path I: A-B-D-G-J-K-L-M-N 8+2+1+3+1+1+1 = 17 days 8+6+3+1+1+1 = 20 days 8+3+1+2+1+1+1 = 18 days 8+1+1+2+1+1+1 = 16 days 10

The longest path is: **A-B-H-I-L-M-N which takes 20 days.** This path is called the critical path. The network diagram represents the critical path by thick arrows to indicate the critical path.



9(c)	Ananlyse the uses of Network Techniqu	ies. (FIVE)	05		
9(C)	 Ananlyse the uses of Network Techniques. (FIVE) Following are the uses of network technique to the management: If indicates the start and finish time of each activity of the project. If helps in better scheduling, monitoring and control of project activities. If helps in better execution of the project. These techniques can serve as indicators of bottle necks and potential trouble spots which help in preventing the pitfalls and progress of the project as per plan. This will illustrate the type and extent of co-ordination required among the designers, contractors and other members of the project team. If helps in identifying the critical path. If helps in identifying the critical tasks and diversion of resources to these tasks so that they can be completed as per the schedule If helps in resource allocation such as labour, machines etc. If helps to find whether or not advisable to crash project time and the impact of crashing on the cost of the project. Helps to find which activities are to be speeded up so as to minimise the cost of escalation due to the crashing. If helps in controlling the project cost. List the Steps in data science and data analytics in PM involves Define the ideal dataset Determine what data you can access Obtain the data and clean the data Exploratory data analysis Statistical prediction/modelling Interpret results Challenge results Synthesis/write up results 				
9(d)					
	f. Statistical prediction/modellingg. Interpret resultsh. Challenge resultsi. Synthesis/write up results				
	 f. Statistical prediction/modelling g. Interpret results h. Challenge results i. Synthesis/write up results j. Create reproduceable code. 	DR			
10(a)	 f. Statistical prediction/modelling g. Interpret results h. Challenge results i. Synthesis/write up results j. Create reproduceable code. 		05		
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10(a)	 f. Statistical prediction/modelling g. Interpret results h. Challenge results i. Synthesis/write up results j. Create reproduceable code. Distinguish between PERT and CPM in PERT Stands for "Project Evaluation and Review Technique". PERT is appropriate where time estimates are uncertain for activities. It is concerned with events, which are the beginning or ending points of operation. Suitable for non-repetitive projects.	CPM Stands for "Critical Path Method". CPM is good when time estimates are found with certainty. It is concerned with activities. Suitable for repetitive projects.	05		
10(a)	 f. Statistical prediction/modelling g. Interpret results h. Challenge results i. Synthesis/write up results j. Create reproduceable code. Distinguish between PERT and CPM in PERT Stands for "Project Evaluation and Review Technique". PERT is appropriate where time estimates are uncertain for activities. It is concerned with events, which are the beginning or ending points of operation. Suitable for non-repetitive projects. Can be analysed statistically. PERT is not concerned with relationship	CPM Stands for "Critical Path Method". CPM is good when time estimates are found with certainty. It is concerned with activities. Suitable for repetitive projects. Cannot be analysed. CPM establishes a relationship between	05		
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10(b)	Discuss the applications of Internet of Things	05
	1. Smart Homes: automatic illusion system, Voice operated fans and AC's,	
	etc.	
	2. Smart City: Traffic management, electricity management etc.	
	3. Self-driven Cars	
	4. IoT Retail Shops: Amazon etc.	
	5. Farming: drip irrigation, water distribution, etc.	
	6. Wearables: wellness to fitness etc.	
	7. Smart Grids:	
	8. Industrial Internet	
	9. Telehealth: remote medical diagnostic etc.	
	10. Smart Supply-chain Management:	
	11. Traffic management	
	12. Water and Waste management	
10(c)	List the benefits of AR and VR in project management. (FIVE)	05
	• Increase in competitive ability.	
	 Increase in efficiency and productivity. 	
	• Reduces time and costs.	
	• Reduces errors and facilitates work processes.	
	• Enables fast remote support for repairing systems weakness.	
	• Enable fast and remote collaboration.	
	• Involve innovation support.	
	• Facilitate to understand large amounts of data.	
	• Facilitate decision making problems solving.	
	• Facilitates monitoring of projects.	
	• Reduces the project validation risks.	
10(d)	Analyse the steps in project audit program	05
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	Project audit program:	
	> The project audit aims to obtain a clear picture of the actual status of the	
	project from time to time.	
	The detailed audit program involves the following steps:	
	<i>Step 1:</i> Preliminary examination of the project's organization, administration, record keeping, planning and control and working methods and techniques performed in order to establish project current and future status.	
	<i>Step 2:</i> Preparing the statements of project current and future status, giving a detailed list of completed work as compared with the project's performance baseline, recording the cost and quality aspects, record keeping, working methods and communication aspects.	
	<i>Step 3:</i> Conducting preliminary analysis and presenting results in the form of audit report.	

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