**IT Project Management**

**September 2024 Examination**

**Q1. What are the key steps involved in project closure, and why is this phase critical for project management? Include a brief description of project evaluation and administrative closure. (10 Marks)**

**Ans 1.**

**Introduction**

Project closure is the final phase in the project management lifecycle, marking the end of a project after its objectives have been met. This phase is critical for several reasons: it ensures that all project deliverables are completed, resources are released, and stakeholders' expectations are met. Project closure also provides an opportunity for project evaluation, where the performance and outcomes are assessed against the initial objectives. This phase includes administrative closure, which involves the formal documentation and archiving of project information. Proper closure ensures that no loose ends remain, and lessons learned are captured for future reference. In essence, project closure is about officially concluding the project, making sure that

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**Q2. You are managing a project with high-risk factors, and you need to develop a comprehensive risk management plan. What steps would you take to identify, analyze, and mitigate these risks to minimize the impact on the project? (10 Marks)**

**Ans 2.**

**Introduction**

In project management, risk is an inherent element that can significantly affect the outcome of a project. Especially in projects with high-risk factors, developing a comprehensive risk management plan is crucial to anticipate, mitigate, and manage potential issues that could derail the project. A well-structured risk management plan involves a systematic process of identifying, analyzing, and responding to risks to minimize their impact. This process not only helps in safeguarding the project’s

**Q3. Your Company has been hired by an e-commerce start up to design and develop a new online platform. The project is complex, involving multiple teams and tight deadlines. During the design phase, the client makes significant changes to the original scope, requesting additional features like personalized product recommendations and advanced analytics. This scope change causes delays and budget overruns, putting the project's success at risk.**

**a. As the project manager, how would you address the impact of these scope changes on the project timeline and budget? What steps would you take to minimize disruption to the project plan? (5 Marks)**

**Ans 3a.**

**Introduction**

Scope changes are common in project management, especially in dynamic environments like e-commerce. However, significant scope changes can impact the project timeline and budget, potentially jeopardizing the project's success. As a project manager, addressing these changes requires careful analysis, effective communication, and strategic planning to minimize disruptions and ensure the project remains on track.

**Concept and Application**

**Assessing Impact on**

**b. What measures would you implement to manage the increased workload and maintain team morale in light of the additional scope? In this scenario, what strategies could you employ to avoid future scope creep and ensure a successful project delivery despite these challenges? (5 Marks)**

**Ans 3b.**

**Introduction**

Managing an increased workload due to scope changes requires strategic planning to ensure that the team remains productive and morale is maintained. It's crucial to implement measures that support the team in handling additional tasks while also preventing burnout. Additionally, strategies must be put in place to avoid future scope creep and ensure the project stays on track for