

092304T4SWC

SOCIAL WORKER LEVEL 4

COD/OS/SW/CR/02/4/A

MANAGE PROJECT RESOURCES

July/Aug. 2023



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

WRITTEN ASSESSMENT

Time: 2 Hours

INSTRUCTIONS TO CANDIDATES

1. This paper has TWO sections; A and B
2. You are provided with a separate answer booklet.
3. Marks for each question are as indicated.
4. Do not write on the question paper.

This paper consists of FOUR (4) printed pages.

**Candidates should check the question paper to ascertain that all pages
are printed as indicated and that no questions are missing.**

SECTION A (10 MARKS)

Answer all questions in this section. Each question carries ONE (1) mark.

1. A document developed to solicit for funds is called_____.
 - A. Description
 - B. Proposal
 - C. Budget
 - D. Research
2. _____ is **NOT** a method of data collection.
 - A. Observation
 - B. Interview
 - C. Question
 - D. Survey
3. Which of the following is an external factor to consider when developing a work plan?
 - A. Amount of work
 - B. Size of organization
 - C. Government policy
 - D. Number of workers
4. The process which every project manager follows during the life of a project is known as.....
 - A. Project management
 - B. Manager life cycle
 - C. Project management life cycle
 - D. Evaluation cycle
5. _____ is **NOT** an item of information in a resource mobilization report.
 - A. Title
 - B. Amount
 - C. Pages
 - D. Challenges
6. _____ is a good way of managing finances for a social project.
 - A. Giving the needy
 - B. Constructing a hospital
 - C. Visiting the old
 - D. Following the budget

7. Which of the following is a quality of a good budget?
- A. Specific
 - B. long
 - C. Economy
 - D. standard
8. _____ is good way of storing project resource management documents
- A. Locking up in an office
 - B. Keeping them where nobody knows
 - C. Uploading them in your phone
 - D. Not keeping copies
9. A program is usually a group of _____.
- A. Plans
 - B. People and works
 - C. Related projects
 - D. Unrelated projects
10. Which of the following is **NOT** a tool used by a social worker to manage project resources.
- A. Budget
 - B. Proposal
 - C. Committee
 - D. Policies

SECTION B (40MARKS)

Answer all questions in this section.

11. List **FIVE** advantages of involving community members in project resource mobilization. (5 marks)
12. Identify **FOUR** types of resources a social worker may require for a successful social project. (4 marks)
13. Mention **THREE** components of a resource register. (3 marks)
14. Identify **FIVE** challenges a social worker may encounter during project management process. (5 marks)

15. Highlight **THREE** methods a social worker may use to assess community needs. (3 marks)
16. State **FIVE** advantages of writing a community project report. (5 marks)
17. An effective project manager should possess certain qualities. Identify **FIVE** of such qualities. (5 marks)
18. List **FOUR** types of stakeholders that may be involved in a community project implementation. (4 marks)
19. Name **THREE** techniques that may be used in project management. (3 marks)
20. Identify **THREE** benefits of project evaluation. (3 marks)

THE END