



Private & Confidential

FACULTY OF HOSPITALITY AND TOURISM
SCHOOL OF TOURISM

FINAL EXAMINATION

Student ID (in figures) :

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Student ID (in words) : _____

Course Code & Name : **EVE1303 Project Management for Events**
Trimester & Year : September - December 2018
Lecturer/Examiner : Liyana Shamimi Binti Mohamed Kamil
Duration : 2 Hours

INSTRUCTIONS TO CANDIDATES

1. This question paper consists of 3 parts:
 - PART A (20 marks) : TWENTY (20) multiple choice questions. Answers are to be written in the Multiple Choice Answer Sheet provided.
 - PART B (60 marks) : SIX (6) short answer questions. Answers are to be written in the Answer Booklet provided.
 - PART C (20 marks) ONE (1) essay question. Answer all questions in the Answer Booklet (s) provided
2. Candidates are not allowed to bring any unauthorised materials except writing equipment into the Examination Hall. Electronic dictionaries are strictly prohibited.
3. This question paper must be submitted along with all used and/or unused rough papers and/or graph paper (if any). Candidates are NOT allowed to take any examination materials out of the examination hall.
4. Only ballpoint pens are allowed to be used in answering the questions, with the exception of multiple choice questions, where 2B pencils are to be used.

WARNING: The University Examination Board (UEB) of BERJAYA University College regards cheating as a most serious offence and will not hesitate to mete out the appropriate punitive actions according to the severity of the offence committed, and in accordance with the clauses stipulated in the Students' Handbook, up to and including expulsion from BERJAYA University College.

Total Number of pages = 8 (Including the cover page)

PART B: SHORT ANSWER QUESTIONS (60 marks)
INSTRUCTION(S): There are SIX (6) short answer questions.
 Answer all questions in the Answer Booklet(s) provided.

Question 1

Identify the earliest start and finish for the conference task below.

	Activity	Resources	Duration Estimates	Earliest	
				Start	Finish
1.	Venue confirmation	Anakin	5	0	5
2.	Identify sponsors	Leia	14	<u>(A)</u>	<u>(B)</u>
3.	Design poster	Solo	7	<u>(C)</u>	<u>(D)</u>
4.	Invitation of speaker & participants	Padme	2	<u>(E)</u>	28
5.	Buying items	Yoda	3	<u>(F)</u>	<u>(G)</u>
6.	Briefing to volunteer	Obi-wan	1	<u>(H)</u>	<u>(I)</u>
7.	Find the photographer	Organa	2	<u>(J)</u>	<u>(K)</u>
8.	VIP Invitation	Aaylaa	2	34	36
9.	Guest list confirmation	Jamilla	4	<u>(L)</u>	<u>(M)</u>
10.	Wrapping hamper	Fett	3	<u>(N)</u>	43
11.	Decoration	All teams	4	43	<u>(O)</u>
12.	Set up	All teams	4	<u>(P)</u>	<u>(Q)</u>
13.	Reporting & Claims	Leia & Solo	3	51	<u>(R)</u>
14.	Submit report to sponsors	Padme & Anakin	5	<u>(S)</u>	<u>(T)</u>

(10 marks)

Question 2

a) Define “constraints”.

(2 marks)

b) Identify any **FOUR (4)** types of constraints in Gantt chart.

(8 marks)

Question 3

Justify **FOUR (4)** types of dependencies and support your answer with relevant examples in events.
(10 marks)

Question 4

Provide **FOUR (4)** types project management tasks.
(10 marks)

Question 5

State **FIVE (5)** roles and responsibility of a project manager.
(10 marks)

Question 6

Illustrate the Work Breakdown Structure based on tasks given below

Tasks	WBS	
Tasks	1.0	Conference
	1.1	- Speaker
	1.1.1	- Decide speaker
	1.1.2	- Decide topic
	1.1.3	- Arrange speaker & brief speaker
	2	- Venue
	2.1.1	- Decide & book venue
	2.1.2	- Arrange & confirm catering
	2.1.3	- Venue layout
	2.1.4	- Venue preparation
	3	- Marketing
	3.1.1	- Decide flyers
	3.1.2	- Print flyers
	3.1.3	- Obtain RSVP
	3.1.4	- Send e-mail reminders
	4	- Registration
	4.1.1	- Register delegates
	4.1.2	- Send confirmation
	4.1.3	- Arrange banking
	4.1.4	Balancing accounts

(10 marks)

END OF PART B

PART C: ESSAY QUESTIONS (20 marks)

INSTRUCTION: There is **ONE (1)** essay question. Answer all questions in the Answer Booklet (s) provided.

Question 1

In project management, resources are required to carry out the project tasks. The lack of a resource will therefore be a constraint on the completion of the project activity. Discuss exactly how project manager can acquire adequate resources for an event project.

END OF EXAM PAPER