higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

DRAWING OFFICE PROCEDURES AND TECHNIQUES

(First Paper)

NQF LEVEL 4

11 March 2020 (X-Paper)
09:00–12:00

This marking guideline consists of 7 pages.

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QUESTION 1:

1.1
- Pre-drawing phase
- Physical drawing and documentation
- Construction phase (3 × 2) (6)

1.2 Hard copies are the original copies ✓and often used to communicate information✓ between people as visible and hard evidence. ✓ (3 × 1) (3)

1.3
- Computer hard drive
- Central backup storage disk in the office
- Virtual storage facility accessible on the Internet, such as Dropbox, etc.
- Portable storage device such as an external hard drive or flash disc

(4 × 2) (8)

1.4 Informal communication is any verbal instruction, ✓request or discussion that is not backed up by written communication. ✓ (2 × 1) (2)

1.5
- Intuitive workflow shows document status.
- Assign deviations to individuals, groups or roles.
- Initiate the action plan for investigations.
- Define the entire action plan in a simple intuitive table.
- Include assignments and verification criteria for each action item. (5 × 2) (10)

[29]

QUESTION 2:

2.1 Arrange the following stages to give attention to the work elements of a project.

Stage 1	Inception ✓	The start of the project. ✓
Stage 2	Concept and viability ✓	The concept of project and costing are investigated. ✓
Stage 3	Design development ✓	The project is designed according to stakeholder's specification. ✓
Stage 4	Documentation and procurement ✓	Tenders are put forward for the different tasks in all the Sub – phases of the project. ✓
Stage 5	Construction ✓	Building and construction are under way. ✓
Stage 6	Close out ✓	The project is completed. ✓

(6 × 2) (12)

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2.2
- Compile new budget in same format/form as previous budget. The format was already used previously so there's no use designing a new one.
- Make sure new budget is correct.
- Take the old and new budget and compare them. Make sure you understand why figures differ if they differ.
- Add two columns to the current budget, one for previous and one for variance. Deduct the new figures from the old figures in each row. The difference between the two will be shown in the variance column.
- This makes it easy to compare budgets and which items differ between budgets. (Any 2 × 2) (4)

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2.3 2.3.1 Provide a short description of the details of the project and its goals. ✓ The goals are usually achieved by completing the project, staying in budget and on time according to the agreed time frames. ✓

2.3.2 This divides the project into smaller manageable parts, ✓ which become the measurable deliverables for the activities required to complete the project. ✓

2.3.3 Identify the key milestones for completion. ✓ Then, based upon the scheduled items, create a budget to estimate the cost for each specific phase of the project. ✓

2.3.4 Analysing a project for possible risks equips the team (or stakeholders) to plan ahead and to deal with each risk. ✓ This brings the risks to the forefront and allows team members to handle the risks in a more proactive way. ✓

2.3.5 The management plan is a resource allocation plan for the stakeholders to describe how each member of the team will be managed, ✓ including communication and proactive planning scheme. ✓

(5 × 2) (10)
[26]

QUESTION 3:

3.1
- Schedule control
- Quality control
- Cost control
- Change control
- Risk control
- Issue control
- Decisional control (7 × 1) (7)

3.2
- Scheduling meeting times and locations for the project team
- Taking minutes (notes) in the planned meeting
- Creating presentations for meetings and/or conferences
- Arranging project staff training where necessary
- Budget administration
- Providing various analysis reports upon request by the project manager
- Record-keeping of information such as drawing/plans, quotations, agendas, minutes of meeting
- Financial performance forecast for the project at hand (8 × 1) (8)

3.3 3.3.1 A professional is a qualified person who is paid to undertake a specialised set of tasks✓ and who must complete these tasks with the conduct, ✓ aims qualities that characterise or mark that profession. ✓

3.3.2 A manager with a positive attitude ✓can easily motivate and inspire the team members to work together in harmony to effectively complete their tasks. ✓ When a manager conducts their activities and responsibilities in this way, the team will remain positive as well even through the more difficult times when the pressure to perform is high. ✓

(2 × 3) (6)

3.4 3.4.1 Sequential projects

3.4.2 Parallel projects

3.4.3 Single actions

(3 × 1) (3)
[24]

QUESTION 4:

4.1 4.1.1 Project work is all work that is stated in the scope statement of the project plan✓ and that is required to be done before the project is complete✓. It is within the project plan that the defined work activities are dealt with to ensure a successful product or project in the end. ✓

4.1.2 Non project work is not required for successful completion of the project✓ but It is a day to day activities✓ of a team member of a project that do not affect the project directly✓.

(2 × 3) (6)

4.2	4.2.1	Knowledge and corporate strategy		
	4.2.2	Ability to ensure a business case		
	4.2.3	Insightful understanding of the organisation's operations	(3 × 2)	(6)
4.3		South ✓African ✓Bureau✓ of Standards✓	(4 × ½)	(2)
4.4		South ✓African ✓National✓ Standards✓	(4 × ½)	(2)
4.5	4.5.1	Project sponsor		
	4.5.2	Project manager		
	4.5.3	Project administrator		
	4.5.4	Project engineer		
	4.5.5	Steering committee	(5 × 1)	(5)
				[21]
			TOTAL:	**100**

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