higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

DRAWING OFFICE PROCEDURES AND TECHNIQUES

(First Paper)

NQF LEVEL 4

(12050724)

22 November 2019 (X-Paper)
09:00–12:00

This question paper consists of 5 pages.

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TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. ALL abbreviations and symbols must comply with the latest National Building Regulations and ALL relevant SANS (SABS) codes.
5. Write neatly and legibly.

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QUESTION 1: PLANNING AND SCHEDULING WORKFLOW

1.1 State FIVE tasks in the construction phase of a typical workflow process. (5 × 2) (10)

1.2 Define *soft copy*. (2)

1.3 Define *workflow paradigm*. (2)

1.4 List SIX typical workflow-specific facilities and resources in a drawing office. (6)

1.5 Define *milestone*. (2)

1.6 Define *probabilistic*. (2)

1.7 Define *corrective action*. (4)

1.8 Give FIVE types of communication processes relating to the monitoring of a workflow plan. (5)

[33]

QUESTION 2: DRAWING-OFFICE PROJECT ESTIMATING AND PLANNING

2.1 Give FOUR work packages of each of the following tasks within the following project stages:

2.1.1 Documentation and procurement (Stage 4) (4)

2.1.2 Construction (Stage 5) (4)

2.2 The table below is an estimate of the cost for work done in a drawing office scenario.
Write down the question number (2.2.1–2.2.8) in the answer book and provide only the correct answer to the appropriate question number.
DO NOT SHOW THE CALCULATIONS.

Resources/Material needed	Hours	Rate	(Mon – Friday) Days	(Month of 4 weeks) Weeks	Total
Chief Draughtsperson	8 hours	**2.2.1**	5 days	4 weeks	R27200.00
Design Draughtsperson	8 hours	**2.2.2**	5 days	**2.2.3**	R20800.00
Checker	6 hours	R110.00	**2.2.4**	4 weeks	R13200.00
Print room (Rental per month)	**2.2.5**	R75.00	5 days	**2.2.6**	R10500.00
Receptionist	**2.2.7**	R55.00	**2.2.8**	4 weeks	R 8800.00

(16)

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2.3 State whether the following statements are True or False with regards to the responsibilities of a project administrator.

The responsibilities of a project administrator includes:

2.3.1 Not scheduling meeting times and locations for the project team

2.3.2 Taking minutes (notes) in the planned meetings.

2.3.3 Not Creating presentations for the meetings and/or conferences.

2.3.4 Not arranging project staff training where necessary.

2.3.5 Budget administration.

2.3.6 Providing various analysis reports upon request by the project manager.

2.3.7 Not keeping records of information such as drawings/plans, quotations.

2.3.8 Financial performance forecast for the project at hand.

2.3.9 Disciplining members.

(9 × 1) (9)
[33]

QUESTION 3: PROJECT MANAGEMENT IN A DRAWING-OFFICE ENVIRONMENT

3.1 Use the following steps in order to show how a project plan may be developed.

3.1.1 Developing a project schedule (2)

3.1.2 Do a project risk analysis (3)

3.1.3 Define a management plan (3)

3.2 Explain the functions of each of the following project management points on a project.

3.2.1 Contracting (3)

3.2.2 Recording actual expenditure (3)

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3.3 Define each of the following leadership skills required to support and manage a simple project.

3.3.1 Responsibility (4)

3.3.2 Respect (3)

3.3.3 Fairness (2)

3.3.4 Honesty (3)

3.4 What is meant by each of the following financial risks when undertaking a project?

3.4.1 Estimation risk (4)

3.4.2 Escalation risk (4)

[34]

TOTAL : 100

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