SELF CHECK	Written test

Sector: Manufacturing

Occupation: MACHINING

Unit of Competence: Monitor Implementation of Work Plan/Activities
Code: **IND MAC3 12 0217**
Name _____ ID. No. _____

I.   Choose the best answer from the given choice
1. _____is a document used by the project team to help plan and manage all Monitoring and Evaluation activities throughout a particular project cycle.
   A. The Monitoring and Evaluation plan   C. Work plan
   B. Management   D. All of the above
2. Question that should not be answered Monitoring and Evaluation
   A. What you should monitor
   B. When you should monitor
   C. who should monitor
   D. Why you should monitor
   E. None of the above
3. One of the following is not included under M&E Plan includes
   A. Goals and objectives of overall plan
   B. M&E questions and methodologies
   C. Implementation plan
   D. Proposed timetable of all M&E activities
   E. None of the above
4. _____can be defined as the process of setting goals, developing strategies, outlining the implementation arrangements and allocating resources to achieve those goals.
   A. Strategies   C. Evaluation
   B. Planning   D. All of the above
5. important processes that involved in planning is or are
   A. Identifying the vision, goals or objectives to be achieved
   B. Formulating the strategies needed to achieve the vision and goals
   C. Determining and allocating the resources required to achieve the vision and goals
   D. All of the above
6. _____can be defined as the ongoing process by which stakeholders obtain regular feedback on the progress being made towards achieving their goals and objectives.
   A. Monitoring   C. Strategy
   B. Evaluation   D. All of the above
7. Area which evaluation apply to
   A. Activity   C. strategy
   B. Project   D. All of the above
8. _____is a general examination of an organizational unit.
   A. Inspection   C. Evaluation
   B. Monitoring   D. All of the above
9. However, an effective M&E Plan should include:
   A. Executive Summary
   B. Project Background
   C. M & E Planning
   D. Monitoring and Evaluation System

E. All of the above

10. documents can act as references to aid in writing the M&E plan:
    A. Project Proposal
    B. Logical Framework
    C. Results
    D. Checklist for M&E Plan
    E. All of the above

11. One of the following is not to included under efficiency you need to know how to monitor your progress, means identifying
    A. How much of each task you have achieved
    B. What you need to do to finish the task
    C. How long it will take you to do this
    D. How you handle urgent tasks?
    E. None of the above

12. By managing your work, you will always know
    A. what you need to do
    B. when it is expected
    C. Who is still waiting for information?
    D. Which task is the most important?
    E. All of the above

13. Workflow aspects can be characterized by simple questions
    A. What is being done?
    B. When and under which conditions will it be done?
    C. Which data will be used?
    D. Who will perform it?
    E. All of the above

14. Why Work would be delegated?
    A. To facilitate the activities
    B. To hinder the activities
    C. No need of delegation
    D. A & B

15. One of the following is not considered as official records

    A. Briefing notes, directives, policies, final reports and recommendations.

    B. Work plans, schedules, assignments and performance results.

    C. Materials that document a business decision, a business transaction or the position of the department.

    D. Business deliverables.

    E. None of the above

II. Write "True" for the correct statement and "False" for wrong statement

16. Without proper planning and clear articulation of intended results, it is clear what should be monitored and how monitoring cannot be done well.
17. Without effective planning (clear results frameworks), the basis for evaluation is strong; hence evaluation can be done well.
18. Monitoring is necessary, but not sufficient, for evaluation.
19. The M&E plan should be completed two month after the project contract has been signed.
20. No need to update your work plan regularly for it to be effective.
21. High availability is not an important aspect of workflow applications.

Note: **Satisfactory** rating – 35 points above / **Unsatisfactory** 32 below points
You can ask you teacher for the copy of the correct answers