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Tertiary and Vocational Education Commission

NVQ Level 05 – Semester II

Quantity Surveying

Planning and Scheduling work at workplace

EMPM 03

Three Hours

Answer any 05 questions only

01)

- i) Define the concept of time management techniques? (05Marks)
- ii) Why time management techniques are important in a workplace? (05Marks)
- iii) Describe, how effective time management techniques can be implemented in a workplace? (05Marks)
- iv) How effective time management techniques, are very essential to build up workplace performance? (05Marks)

02)

- i) Explain relationship between manufacturer's specification and product specification? (05Marks)
- ii) Explain, how manufacturer's specification applied, write your answer using suitable examples. (05Marks)
- iii) Define the term "organization" with suitable example? (05Marks)
- iv) Why do we consider an organization as a system? (05Marks)

03)

- i) Briefly explain the elements of planning process (05Marks)
- ii) Explain the significance of planning and scheduling work at workplace? (05Marks)
- iii) Explain, how frontline management role can be applied in a team work management (10Marks)

04)

- i) Explain the definition of work plan at a workplace? (04Marks)
- ii) What are the importance of work schedules in a workplace (04Marks)
- iii) Prepare a work schedule for a given work situation? (06Marks)
- iv) Differentiate the planning and scheduling work at a work place? (06Marks)



05)

- I. Write three (03) advantages of forecasting (03Marks)
- II. Explain how does forecasting help to success the organizational activities (05Marks)
- III. Briefly explain the quality cycle (04Marks)
- IV. Explain the differences between policies and procedures (08Marks)

06)

Write short notes with necessary examples on the followings.

- i) Concept of SMART (05 Marks)
- ii) Planning priorities (05 Marks)
- iii) Frontline management (05 Marks)
- iv) Forecasting techniques (05 Marks)