Diploma in Construction Technology
NVQ Level 05 –Semester I

Manage Workplace Information	**EMPM - 01**	**Three Hours**

Answer any five (05) questions only

Q1. "Ministry of Skill Development and Vocational Training appointed you as a Project Manager for a construction project on constructing a Vocational Training Center in Puttalam district. Further, this project is planned to construct a five storied building. Total estimated cost for this project is Rs 60 million; also construction has to be completed within eighteen (18) months period from the date of contract awarded. You are responsible for handling all the tender documents and all contract documents.

(i)   Briefly discuss the benefits of record keeping in the above construction project?

(4 marks)

(ii)   Write down the advantages of documentation in the above construction project.

(5 marks)

(iii)   Differentiate tender documents and contract documents in a construction industry.

(5 marks)

(iv)   Compare and contrast electronic documentation and manual documentation in a
construction industry.   (6 marks)

Q2. Jack and John (Pvt) Ltd is an Aluminum related products manufacturing company located in Negombo. Board of Directors of Jack and John (Pvt) Ltd wants to identify the company's demand forecast for the next five years; you are appointed as a General Business Analysist of this company. Furthermore, this company sells aluminum related products over the last 20 years.

(i)   Write down the advantages of doing demand forecasting by the above Aluminum
products manufacturing company.   (4 marks)

(ii)   Jack and John (Pvt) Ltd decided to conduct the sales forecasting, propose your views about the process of sales forecasting. (4 marks)

(iii)   Differentiate qualitative and quantitative forecasting technique considering Jack and John (Pvt) Ltd company. (6 marks)

(iv)   "Change the policies of Jack and John (Pvt) Ltd based on the current trend of Market will create more benefits for the company", justify the statement in your own words.

(6 marks)

Q3. C & K Hardware (Pvt) Ltd is the biggest material supplier located in Baddegama, Galle. However, it supplies large quantities in a credit basis to its regular customers and also, they purchase the materials from Colombo traders in credit basis. All the transaction and credit updates are being made in digital accounting software.

(i)   Briefly describe about the benefits of using information management system considering the C & K Hardware (Pvt) Ltd. (4 marks)

(ii)   Describe about the documentation processes that can be used by C&K Hardware (Pvt) Ltd to manage the information system. (5 marks)

(iii) Compare and contrast the positive and negative impacts of the digital accounting system used by the C&K Hardware (Pvt) Ltd. (5 marks)

(iv)   In the recent past, due to some computer virus attack, system error was occurred in the information system of the C & K Hardware (Pvt) Ltd and therefore, various documents have been misplaced. Propose possible pre-preventing actions to meet this kind of challenges. (6 marks)

Q4. Ratnayake Contractors (Pvt) Ltd implements several large and medium levels Construction projects in parallel. Also, this company has various categories of staff as consultants such as engineers, quantity surveyors and structural engineers, etc. They plan to construct and sell apartments in the Narahenpita and they have collected previous data on the sale of apartments from Rainbow pages.

Further, one of the another leading construction companies called Marks (Pvt) Ltd collected the data from Rainbow pages on the sale of apartments in the Narahenpita and analyzed them for their own use. The Ratnayake Contractors (Pvt) Ltd also collected the data that were already analyzed by Marks (Pvt) Ltd.

(i)   Discuss about the data collection method followed to collect the data on the sale of apartments and list down the benefits of using this method. (4 marks)

(ii)   Differentiate the data collection methods (a and b) followed by Ratnayake Contractors (Pvt) Ltd.,

a. Collection of data from Rain bow pages by themselves

b. Collection of data that were analyzed by Marks (Pvt) Ltd. (4 marks)

(iii) Describe about the good information considering the above situation. (4 marks)

(iv) Explain the importance of conducting a market research considering the above case study. (4 marks)

(v) "Filing system controls any projects" defend this statement in your own words.

(4 marks)

Q5. A generator has been designed to be safe enough when it is used in a correct manner. Before getting it into operation, it is the user's responsibility to ensure that it is safe to do so.

(i) Briefly explain about the purposes of a generator manual? (4 marks)

(ii) Describe how to do the documentation in a professional way at a workplace

(4 marks)

(iii) In case of any repairs happen in the above generator, explain the steps of documentation procedures to be followed up to begin the repairing work. (4 marks)

(iv) "Information and communication technologies have drastically changed society in the last quarter of the century inducing the unexpected qualitative and quantitative changes". Describe the above statement by selecting a suitable example from the construction industry. (4 marks)

(v) Data management plays a significant role in the organization's ability to generate revenue, control expenditures and mitigate risk. Explain this statement with examples from construction industry. (4 marks)

Q6. "Official Records, Transitory Records, Transaction Processing Systems (TPS), Financial Forecasting, Data Analysis, Management Information System (MIS) remain the key elements of any industries"

(i) Differentiate the Official Records and Transitory Records with suitable examples. (4 marks)

(ii) Briefly explain your views on the transaction processing system (TPS) and its usage in material supply. (4 marks)

(iii) Briefly describe the Financial Forecasting and list down the advantages of using financial forecasting software. (4 marks)

(iv) Describe the importance of data analysis made in the construction industry. (4 marks)

(v) Discuss about the Management Information System (MIS) with suitable examples. (4 marks)