



Tertiary and Vocational Education Commission			
Diploma in Quantity Surveying			
NVQ Level 05 – Semester I			
Manage Information	Workplace	EMPM-01	Three Hours
Answer any five (05) questions only			

Q1.

- (i) Explain the term “Financial Forecasting” and write down the benefits of using financial forecasting software. (04 Marks)
- (ii) Explain the importance of data analysis in a construction industry. (04 Marks)
- (iii) Briefly explain about the Management Information System (MIS) with suitable examples. (04 Marks)
- (iv) Differentiate the Official Records and Transitory Records with suitable examples. (04 Marks)
- (v) Discuss the importance of Transaction Processing System (TPS) in construction material supply. (04 Marks)

Q2. ISURU Private Ltd plans to establish a large scale material supply in Kandy district and to perform retail and whole sale as well. Also, they have collected all the details relevant to the construction companies available in Kandy district manually by making site visits and from the website of the Construction Industry Development Authority (CIDA).

- (i) Describe about the above data collection methods and write down the importance of each data collection method. (05 Marks)
- (ii) Describe about the differences between secondary data and primary data (05Marks)
- (iii) Explain the importance of good information considering the above situation. (05 Marks)
- (iv) Describe the importance of conducting market research for the above business implementation. (05 Marks)

Q3.

- (i) Explain the importance of filing system in a construction project. (03 Marks)
- (ii) Write down the advantages of record keeping in a site office? (04 Marks)
- (iii) Describe the importance of the documentation in a workplace. (05 Marks)
- (iv) Compare and contrast the tender document and contract document in a construction project. (08 Marks)

Q4. Policies and procedures are an essential part of any organization. Together, policies and procedures provide a roadmap for day to day operation. They ensure compliance with laws and regulations, also give guidance for decision making and streamline internal processes.

- (i) Briefly explain the terms Policy, Procedure and Law? (06 Marks)
- (ii) State five workplace policies implemented in an organization? (05 Marks)
- (iii) Discuss about the importance of policies for a workplace? (05 Marks)
- (iv) Differentiate the policies and protocols of an organization? (04 Marks)

Q5. Business data analysis includes the activities which help managers for making strategic decisions, achieve major goals and solve complex problems, by collecting, analyzing and reporting the most useful and relevant information.

- (i) Briefly explain the term data analysis? (04 Marks)
- (ii) Explain about any three types of data analysis techniques? (06 Marks)
- (iii) State five advantages of data analysis for a business organization. (05 Marks)
- (iv) How does the Mathematical Modeling support to solve the problems in an organization? (05 Marks)

Q6.

- (i) State three (03) types of information systems available in a workplace. (03 Marks)
- (ii) It is often observed that the terms such as information technology and information system are used interchangeably. Compare the information technology and information system. (05 Marks)
- (iii) Differentiate the electronic and printing documentation in a construction industry. (06 Marks)
- (iv) Differentiate qualitative and quantitative forecasting techniques used in a construction workplace. (06 Marks)