

\* → "Question # 1"

Answer :-

- (1) Both science & art.
- (2) Effective career planning
- (3) All of the above
- (4) Top management level.
- (5) Planning.
- (6) Organizing
- (7) Controlling
- (8) Top management level.
- (9) Interpersonal skills.
- (10) Efficient.
- (11) Efficient.

## "Question #2"

### Part (a) :

Answers- Management skills can be developed through learning & practical experience as a manager. The skills help the manager to relate with their fellow co-worker & know how to deal well with their subordinates, which allows for the easy flow of activities in the organization.

Good management skills are vital for any organization to succeed & achieve its goals & objectives. A manager who fosters good management skills is able to propel the company mission & vision goals forward with fewer huddles & objections from internal sources.

\* Those skills are :-

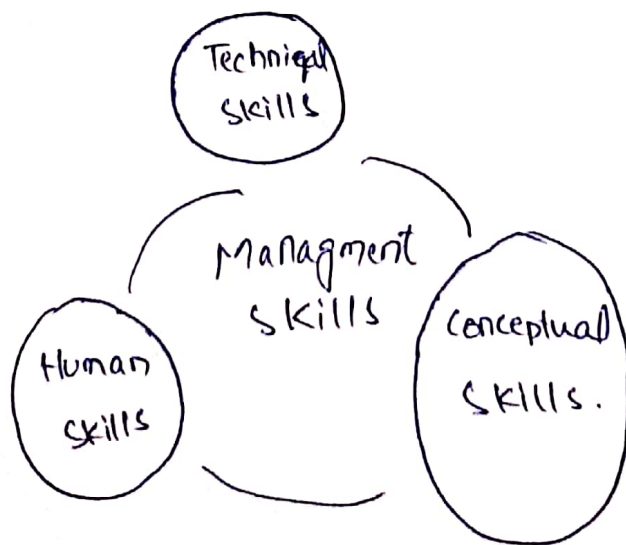
(i) Technical skills :- It involves skills that give the manager the ability & the knowledge to use the variety of techniques to achieve their objectives. The skills not only involves the operating machines & software, production tools, & pieces of equipment but also the skills needed to boost sales, design different type of product & services & market the service & the product.

(2) Conceptual Skills:-

These involves the skills manager presents in term of knowledge & ability for abstract thinking & formulating idea. The manager is able to see an entire concept, analyze & diagnose a problem, & find creative solutions. This help the manager to effectively predict hurdles their department or the business as a whole my face.

(3) Human or Interpersonal Skills:-

It is a skills that present the managers ability to interact, work or relate effectively with people. These skills enable the managers to make use of human potential in the company & motivate the employees for better result.



## Diagnostic skill :-

Manages ability to visualize the most appropriate response. Diagnostic & analyze a problem and then developing a solution.

For example in favourable situation - Sales increases at higher rate than anticipated causes, lower price & greater demand than predict or high price by a ~~competitor~~ competitor diagnostic skill.

## Question #2.

### Part (b):-

#### Answers-

- The basis of getting thing done the right to take actions toward completion:-  
Authority gives a right to do things in an organizational and effect the behaviour of other workers of the organization. It leads to the performance of certain activities for the accomplishment of the defines objectives automatically.
- Legitimacy - positional authority :-  
Authority implies a legal right available to superiors. This type of right arises due to the traditional followed in an organization, custom or accepted standards of authenticity. The right of manager to affect the behaviour of his subordinates is giving to him on the basis of an organizational hierarchy.

- Decision-Making the freedom & right to make choices of action :-

Decision making is a pre-requisite of an authority. The manager can command his subordinates to act or not act. This type of decision takes by the manager regarding the functioning of an office.

- Implementation as a consequence of position hold :-

The personality factor of the manager, who is empowering to use authority. The subordinates or group of subordinates should follow the instructions of the manager regarding the implementation of decisions. The personality factor of one manager may differ from another manager.

## Question # 3.

Answer:-

Part (a):-

Project defined as:- A Project is temporary endeavor undertaken to create a unique product, service or a result. A group of activities that has to be performed in a logical sequence to meet pre-set objectives outlined by a client. A project is a human activity that achieves a clear objective against a time scale.

Temporary:-

That every project has a definite beginning and a finite end. The teams are temporary as well. It ends when objective achieves/ they are no more achievable/ valid.

Temporary does not apply to the outcome.

That's why they have social, economic, and environmental impacts

Uniqueness:-

An important characteristic of project deliverables for example, the presence of repetitive elements does not change the fundamental uniqueness of the project work. A unique need distinguished from day to day operations. But potential repetition not barred subject to consideration of special circumstances.

### Involvement of several people:-

The project team those affected by the project (e.g. new plant operators) provision for specific skills & approaches.

### Limited resources:-

People, materials, money & time all constrained  
Potential tradeoffs b/w these possible potential  
of technology almost limitless.

### Sequences of activities:-

Interdependence of some activities  
step by step progress

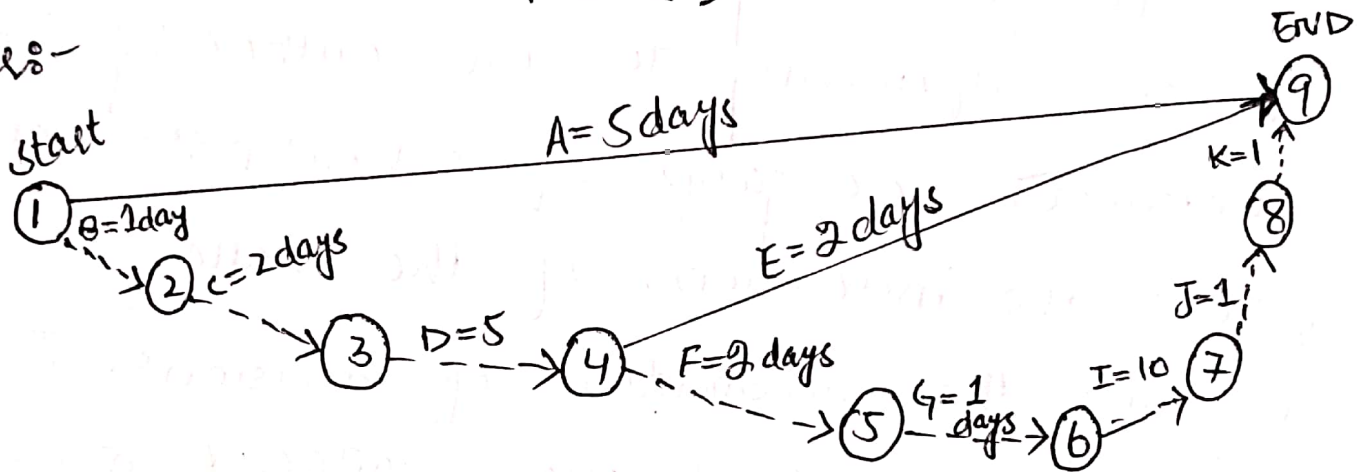
Opportunity for overlapping.

Need for careful planning of step order.



Question # 3  
"Part (B)"

Answers:-



Critical path: B C D F H I J K = 26 days