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Note: Attempt all questions.

Q. 2 = What is organization? Explain different types of organization in detail.

Ans: ORGANIZATION:-

An Organization is an entity comprising multiple people, such as an institution or an association, that has a particular purpose. The word is derived from the Greek word organon, which means tools or instrument, and organ.

There are three types of organizations in term of project management in a company.

TYPES:

* FUNCTIONAL ORGANIZATION:-

Functional organization is the most common type of organizational structure in the industry. It is

it is adopted by many multinational and big companies, in many industries.

IN functional organization, people are grouped by areas of specialization.

- Most Common form
- Grouped by areas of specialization
Marketing, HR, IT, Sales ... etc
- Requests and information is transmitted through head of departments.
- Team members do:
(Project work) + (departmental work)

② PROJECTIZED ORGANIZATION:-

In projectized organization, the entire company is organized by projects, so the resources of the project are fully dedicated to the project activities.

Project managers have control on the projects. Resources only report to project manager and the project manager has the ultimate control of resources.

- Entire company is organized
- Project manager have control of project.
- No departments for resources.
- When project is over, personnel is either assigned to a new project.

③ MATRIX ORGANIZATION

Matrix organization attempts to get strengths of projectized and functional. Projectized organization ensure the dedication of project resources to the project. Therefore, projects have a higher probability of success. On the other hand, functional organization ensure sustainability of the organization since the resources turn back to their departments once the project is over.

- Attempts to get strength of projectized and functional organization
- Team members report to project manager and functional manager.

Q: What is difference b/w data and information? Give detail with proper example and explanation.

Ans: Data = Regardless of industry, data is driving the future and the massive number of technologies across multiple industries heavily depend on it to thrive.

* **INFORMATION:** If data is the atom, information is the matter. Information is the set of data that has already been processed, analyzed, and structured in a meaningful way to become useful. Once data is processed in a meaningful way, it becomes information that is fully reliable, certain, and useful.

* **DIFFERENCES:-**

The term is sometimes mistakenly used interchangeably when reality there is a clear distinction between the two. The major and fundamental difference b/w data and information is the meaning and value attributed to each one. Data is meaning less and it self, but once processed and interpreted, it becomes information which is filled with meaning.

FOR EXAMPLE CRITERIA	Data	Information
* Meaning	Raw facts, Unorganized	Combined ^{data} filled info, organized
* Form	Records & observation	Analysis
* Basis	Does not depend on information	Depends on data
* Dependency	No	Yes
* Specific		

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Q.1:1 (a) Why we define different needs before taking any task, elaborate your answer.

Ans Defining Needs :-

Decisions are required to be taken in day life. No single task in our life can be done without decision making. For every assignment we undertake, there has to be a process of making choices whenever we are faced to the choices. There is an inevitable need of selecting one practical course of action any task can be done in various ways, but doing it simultaneously through all possible alternatives eventually impossible. This necessitates making a responsible choice from all the options are available.

Without the availability for relative information we may take a decision which is wrong or not to our ~~best~~ benefit.

Similar it in the case with business are run by organization which are in fact a group of few people.

FOR EXAMPLE:

* When can be taken for the person who want to go to ~~Islam~~ Islamabad. He can look a following option.

- Use any of the local bus service available
- Go by train
- Travel by air.

The situation is faced with the availability of a set of combination of alternatives

Every decision made sort of information about the alternatives available

- How urgent it is to reach to Islamabad.
- How much time is available to accommodate travelling will take difference to be reached.
- Whether bookings are available for the desired day and time.
- Is there any possibility of concentration of booking or flight or bus service.
- Which bus or airline to be taken since various airline and bus are having travelling facilities to Islamabad.

Q) What information is required if a person is thinking to start a specific business also discuss different source of information.

Ans: INFORMATION:

Primary source Once published they when they are indexed in a bibliographic database and repacked and commented open by others in Secondary sources

The decision of Primary, Secondary and tertiary differ between discipline or subject.

Needs of Information:

Information is required in day to day decision making without the availability of right quantity of information at the right time of decision making is highly affected for the reason various source of information are used to extract information some of these are.

- Newspaper
- Internet
- Marketing brochures
- Friends and relatives