



# IT Project Management

Lecture 2-4 – Documentation

Quiz

Uwe Gühl

# Disclaimer

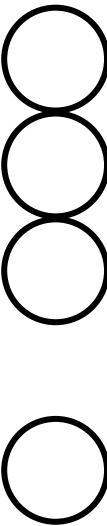
Some of the questions presented in this quiz are based on sample examinations provided by

- Free PMP® Practice Exam Questions, available at <https://www.project-management-prepcast.com/pmp-practice-exam-questions-sample-test>
- Sample Exam Certified Project Management Associate, IPMA Level D®, available at <https://www.ipma-usa.org/cert-sample-exams>
- The PRINCE2 ® Foundation Examination Sample Paper, available at <https://www.axelos.com/certifications>
- IREB (CPRE Foundation Level, Practice examination), available at <https://www.ireb.org/en/downloads/tag:foundation-level>
- ISTQB (Certified Tester Foundation Level Sample Examination), available at <https://www.istqb.org/downloads/>

# 1. Project Handbook

Who should have access to the project handbook?

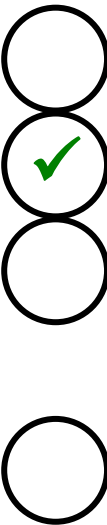
- a) Principal and project manager
- b) Project team
- c) The most important stakeholder identified in environment analysis
- d) Steering committee



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## 2. Real Time Documentation

What is the biggest advantage of a prompt documentation, for example in meetings?

- a) Real time documentation increases the project progress ☐
- b) The final project report could achieve a higher quality ☐
- c) The more documentation in a project the better ☐
- d) Issues concerning missed or misunderstood topics could be clarified a lot easier ☐

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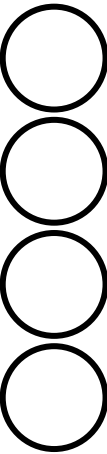
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# 3. Scope

What is **NOT** required in project documentation?

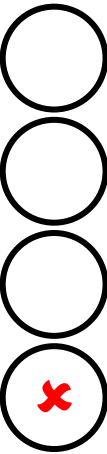
- a) Description of initial situation
- b) Resource plan/cost schedule
- c) Project closure report
- d) Translation of all delivered documents



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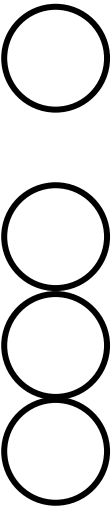




# 4. Project Profile

What is the main purpose of a project profile?

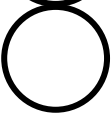
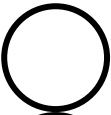
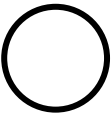
- a) To know the results of the project planning phase
- b) To know all the stakeholders of a project
- c) To get an overview of the project
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# 5. Project Document Overview

What is the main advantage of a project document overview?

- a) Good basis for ensuring that relevant documents are completed on time ☐
- b) To get all related input for the situation analysis ☐
- c) To increase the efficiency of risk management ☐
- d) Required for lessons learned ☐

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# 6. Scope

Which statement fits BEST concerning decisions?

- a) Responsible for the documentation of decisions is the principal ☐
- b) Decisions should be documented to make them transparent and to avoid repeated discussions ☐
- c) It is more important to have a complete project handbook than to document decisions ☐
- d) Decisions should be documented so that only the project manager has access to them ☐

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