

University of Palestine

Course Title: ادارة الوثائق و السجلات الكترونية



Lecturer Name: **Dr. Mohammed Shbier**

Date: \_\_\_\_\_

College Name: \_\_\_\_\_

No. of Questions: **10**

Dep. / Specialist: \_\_\_\_\_

Time: **2 hours**

2<sup>nd</sup> Semester. 2017/2018

Total Grade: **50**

Final Exam

Using Calculator : **No**

Student Name: \_\_\_\_\_

Student No: \_\_\_\_\_

Dear students,

First of all you should to read carefully through all the exam questions, and then you have to attempt the questions that you think you can answer completely.

This exam contains **Ten (10)** questions in **Ten (10)** printed pages include the cover page.

Answer all question in the space provided.

Good luck & best wishes

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FOR INSTRUCTOR USE ONLY

Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Total

Notes:

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Signature: \_\_\_\_\_

**Q1: Specify whether the following statements are True or False****(10 Marks)**

- ( ) 1. some of the costs associated with implementing an EDRMS solution is the functional requirements and the technical specification
- ( ) 2. PRINCE was originally developed for non-IT projects but the methodology has been used with other IT projects as well
- ( ) 3. OCR is the mechanical or electronic translation of images of handwritten, typewritten or printed text
- ( ) 4. The purpose of starting up project is to keep the project board informed regarding the progress of the project
- ( ) 5. The Project Initiation Document that defines the intricate details of the project, commonly referred to as the who, why, what, where, and how of the project.
- ( ) 6. The Project Initiation Document may include the plan and cost of the project as well as providing justification that a viable Business Case exists for the project.
- ( ) 7. Managing stage boundaries is primarily concerned with managing and controlling the day-to-day tasks and events that occur with the project
- ( ) 8. Control is concerned with keeping track of products, the products' status, protecting completed products or controlling any changes that are made to a completed product
- ( ) 9. PRINCE2 uses an approach to Risk Management in order to control the level of risk associated with a project
- ( ) 10. The Change Control component in PRINCE2 records all requests for change as Project Issues. It also concerned with keeping a written record of both current and historical data concerning each individual product produced by the project

**Q2) Multiple choice questions****(10 Marks)**

- 1) tangible benefit(s) of advantages the organization can achieve by implementing an EDRMS solution is/are
- A) Competitive advantages                      B) Improved customer services
- C) Encouraging team working                      D) All the above answers

- 2) Starting up a project process is/are
- A) Authorizing Initiation                      B) Authorizing a Project
- C) Giving Ad Hoc Direction                      D) None the above answers

3)	Closing a project process is/are	
A)	Decommissioning a Project	B) Identifying Follow-on Actions
C)	Evaluating a Project	D) All the above answers

4)	Controls are used in a PRINCE2 project to ensure that the project remains on schedule within the agreed timescales and budget. One or more of the following included in control stage	
A)	Planning	B) Identification
C)	A + B	D) None of all above answers

5)	Identification is concerned with providing unique identification to each product as well as	
A)	requires that each product needs to be identified by their project, the type of product	B) filing and retrieval security needed or previous versions of products
C)	how different versions of products will be identified	D) who is in charge and responsible for the Identification of products

6)	Status Accounting is concerned with	
A)	proving or disproving that products' statuses are as they have been recorded in Configuration Management records	B) keeping a written record of both current and historical data concerning each individual product produced by the project
C)	manage change and change requests within projects	D) All the answers above

7)	The Risk Management process is/are	
A)	Selects and plans	B) resources for risks
C)	monitors and reports on risks, which are recorded in the project's Risk Log.	D) All the answers above

8 )	PRINCE2 employs Risk Ownership include	
A)	The owner of a particular risk would normally be the person who is most able to monitor the risk and keep an eye on the risk	B) ensure this is termed Quality in a Project Environment
C)	Project manager appointed as owners of risks	D) All the answers above

9 )	The Quality System is the collection of procedures and processes that occur within the organization in order to implement Quality Management. The quality system consist of	
A)	Quality functions	B) Quality assurance
C)	Quality Control	D) None of the answers above

10 )	Change Control is the method used by PRINCE2 in order to	
A)	Verification is essentially an auditing exercise that is concerned with proving that products' statuses are as they have been recorded in Configuration Management records	B) manage change and change requests within projects
C)	manage change and change requests within projects	D) All the answers above

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>













End of Questions