



PJBL Projects - questions

Public Relations N6 (College of Cape Town)



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PUB3721: PROJECT BASED LEARNING PROJECTS

In your Portfolio of Evidence (PoE), you are required to do a research project following the steps within project cycle and peer learning.

The following are project cycle steps:

- Situational Analysis
- Project Design
- Design of a monitoring & evaluation plan
- Baseline Study
- Implementation & monitoring
- Evaluation
- Documenting lessons learned

You are required to choose a public institution of your choice (if not placed) or do the following in the public institution you are placed or working in:

QUESTION 1

Apply the above project cycle steps to assess communication skills to ensure effective management in the public sector. In your answer highlight the following:

- 1.1 Communication principles in different communication policies.
- 1.2 Different communication skills required within the organisational structure.
- 1.3 Who the organisation's internal and external stakeholders are.
- 1.4 The importance of good governance and effective public management procedures including negotiation skills.
- 1.5 Intra- and extra-governmental relations to ensure intersectoral collaboration.

QUESTION 2

Apply the above project cycle steps in the management of public finances according to relevant legislation and regulations to ensure accountability. Your answer should elucidate the following:

2.1 What the different sources of revenue are that are used to ensure services are delivered economically, efficiently and effectively, in the chosen public institution.

2.2 Compilation, comparison and analysis of budgets in accordance with business plans to achieve the objectives of an institution in an effective, efficient, and economical manner.

2.3 An investigation, description, and proposal of improvements in the internal control environment to ensure accountable financial management.

2.4 A description of a procurement system within the context of relevant legislation and regulations.

QUESTION 3

Apply the above project cycle steps in explaining human resources management and systems to ensure effective and efficient service delivery.

You need to highlight the following, in your answer:

3.1. How a tool to maintain and evaluate a performance management system to achieve predetermined objectives should be designed.

3.2 Various human resource responsibilities and functions to ensure operational effectiveness.

3.3 Niche areas, skills, training and development needs according to the relevant regulatory framework.

QUESTION 4

Apply the above project cycle steps in executing public policy and procedures according to relevant legislation and regulations. In your answer include:

4.1 The processes used to develop policies and effective procedures to set clear objectives on administrative and operational levels.

4.2 An investigation and explanation of applicable administrative policies and procedures to ensure that institutional objectives are met.

4.3 An outline of administrative policies and procedures to ensure effective service delivery.

QUESTION 5

Apply the above project cycle steps in describing public management functions, skills and techniques to achieve institutional objectives. Your answer should include:

5.1 Identified projects aimed at ensuring optimal utilisation of scarce resources for development.

5.2 A description of information systems for service delivery.

5.3 Analysis of internal environmental factors to ensure proactive adjustments.

5.4 Your advice on the implementation of policies and procedures to achieve departmental objectives.