



**SIR ARTHUR LEWIS COMMUNITY COLLEGE  
ACADEMIC YEAR (2024/2025) – SEMESTER TWO  
END OF SEMESTER EXAMINATION**

**COURSE CODE** : SOW 205 - FINAL  
**COURSE TITLE** : Programme Planning and Implementation  
**LECTURER(S)** : Fiona Noel-Charlery  
**DATE** : May 06, 2025  
**TIME** : 1:00pm  
**DURATION** : 1 ½ hours  
**STUDENT ID #** : \_\_\_\_\_

---

**GENERAL INFORMATION AND INSTRUCTIONS**

- Students must sign **IN** and **OUT** on the examination class list.
- Write your ID number on the question paper.
- This paper has 40 questions.
- Circle the correct answer on the question paper.

**INSTRUCTIONS**

This paper contains one (1) section:

**Section 1** – Multiple Choice Questions  
(Answer all questions)

40 Marks

**DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO**

**Directions: Circle the correct answer. Total Marks – Forty (40) – 1 mark each.**

1. The equipment and materials section is actually a sub-category of direct costs because these are physical items you'll need specifically for the project in question. This section is a category in a:
  - A. Needs assessment
  - B. Budget proposal
  - C. Programme report
  - D. Evaluation report
  
2. A budget proposal breaks down the expenses you will incur during project execution. A clear budget proposal can help your team and others involved in the following ways, EXCEPT:
  - A. Creates financial transparency
  - B. Shows project value and impact
  - C. Identify gaps
  - D. Displays cost efficiency
  
3. A \_\_\_\_\_ summarizes the estimated costs for an upcoming project in order to secure funding from project stakeholders.
  - A. Costs outline
  - B. Project proposal
  - C. Needs assessment
  - D. Budget proposal
  
4. A \_\_\_\_\_ plan is a document that helps to track and assess the results of the interventions throughout the life of a program.
  - A. Monitoring and evaluation
  - B. Monitoring
  - C. Evaluation
  - D. Budget
  
5. These track how successful program activities have been at achieving program objectives. They help to answer the question, "Have program activities made a difference?"
  - A. Indicators
  - B. Process indicators
  - C. Outcome indicators
  - D. Input indicators
  
6. A continuous process of collecting and analyzing information about a programme, and comparing actual against planned results in order to judge how well the intervention is being implemented is known as:
  - A. Evaluation
  - B. Monitoring
  - C. Theory of Change
  - D. Assessment
  
7. A process that systematically and objectively assesses all the elements of a programme (e.g. design, implementation and results achieved) to determine its overall worth or significance is known as:
  - A. Evaluation
  - B. Monitoring
  - C. Theory of change
  - D. Assessment

8. Which of the following best describes a theory of change?
- A. It is a continuous process of collecting and analyzing information about a programme.
  - B. It is a process that systematically and objectively assesses all the elements of a programme design.
  - C. It describes how an intervention will deliver the planned results.
  - D. It focuses on the quality-of-service delivery and the outcomes (results) achieved by a programme.
9. The following is a strategy designed to achieve changes in the way organizations operate, with improving performance (better results) at the core of the system.
- A. Performance measurement
  - B. Performance evaluation
  - C. Performance monitoring
  - D. Performance management
10. Which of the following is a main category of difference between monitoring and evaluation?
- A. Purpose
  - B. Method
  - C. Audience
  - D. All of the above
11. Where an organization wants to be in the future or the ultimate expectation for the desired state of the organization's position in the future, best defines:
- A. Mission Statement
  - B. Goal Statement
  - C. Objective Statement
  - D. Vision Statement
12. \_\_\_\_\_ is the formal written statement which states the reason for the existence of any organization.
- A. Goal Statement
  - B. Mission Statement
  - C. Vision Statement
  - D. Objective Statement
13. General statement of Aim Task or Purpose where only qualitative facts are stated is referred to as:
- A. Goal
  - B. Objective
  - C. Vision
  - D. Mission
14. Short term organization results that is quantifiable and should fulfil the features of a SMART classification is known as:
- A. Vision
  - B. Goal
  - C. Objective
  - D. Mission
15. Which of the following is not an element of a goal?
- A. They are measurable
  - B. There are no time boundaries
  - C. They are long term organization results
  - D. Organizations have a smaller number of goals

16. A \_\_\_\_\_ outlines how activities, including task allocation, supervision, and coordination are directed towards the aims and goals of an organization.
- A. Organization flow chart
  - B. Organization structure
  - C. Organization diagram
  - D. Organization position chart
17. Organizations that are run by some branch of the government best describes:
- A. Profit organizations
  - B. Public organizations
  - C. Non-profit organizations
  - D. Private organizations
18. In order for the Girls of A Feather Organization to be considered a non-profit organization it must have the following:
- A. Articles of incorporation
  - B. Rules or bylaws
  - C. Organizational structure
  - D. All of the above
19. What kind of non-profit manager is better?
- A. One who primarily identifies with those higher on the chart
  - B. One who is primarily concern with those lower on the chart
  - C. One who recognizes that he/she must be the negotiator between those above and those below
  - D. One who primarily concern with organization profit margin
20. Maintaining the public trust through adherence to laws and fiscal responsibility is known as:
- A. Delegation
  - B. Accountability
  - C. Negotiation
  - D. Fiduciary
21. A needs assessment can provide all these valuable information for program planning, EXCEPT:
- A. The best way to utilize the services
  - B. Estimate who can benefit from services
  - C. Geographic location of potential clients
  - D. Barriers that may be encountered
22. A needs assessment is conducted for the following reason:
- A. To determine whether interventions and other resources to address the identified needs exist in a community.
  - B. To determine whether existing interventions are known to or are acceptable to potential clients
  - C. To determine the major barriers that might prevent clients from accessing existing services
  - D. All of the above
23. Bradshaw 1977 described a comparative need as a:
- A. A demand for service
  - B. An inferred measure of need determined by examining the characteristics of those receiving services and then locating those characteristics in the population.
  - C. A condition or situation defined by an expert.
  - D. Perceptions of need are ascertained by consulting actual clients.

24. Marcia is assisting with a needs assessment in her community, which one of these is **not** a step in a needs assessment
- Identify the specific information you need to acquire.
  - Determine whether the info already exists or can be obtained with your resources.
  - Implement the methodology and instrumentation
  - Collect and analyze the data.
25. The following is true about Impressionistic Approaches.
- They are convenient and easy to access and understand
  - They involve the community, are inexpensive and relatively quick to implement
  - The data can be incomplete, outdated or unreliable
  - None of the above
26. \_\_\_\_\_ involves a small group of people, who in response to a common problem, work independently at first, and then share their ideas.
- Public Hearings and Community Forums
  - Nominal Group Technique
  - The Delphi Technique
  - Focus Groups
27. Community leaders generally recognize the behavior as a local problem and that something should be done about it, but there is no immediate motive to do anything. Policies may exist, but may be inconsistently followed. Which stage of the Community Readiness Model does this statement describe?
- No Awareness
  - Denial
  - Vague Awareness
  - Preplanning
28. A statement of affairs that includes the cultural, social, economic and physical conditions in which a particular group of people find themselves at a given period of time best defines:
- Development programme
  - Programme
  - Plan
  - Situation
29. All of the following are important objectives of having a programme planning as per Kelsey and Hearne (1966) EXCEPT:
- To ensure careful consideration of what is to be done and why.
  - To furnish a guide against which to judge all new proposals.
  - To have available a written statement for data purposes.
  - To establish objectives toward which progress can be measured and evaluated.
30. Which of the following is a main principle of planning of urban development programme?
- Problems for action are selected on the basis of recognized needs of people.
  - Objectives and solutions are to be feasible and offer satisfaction.
  - Programme should be permanent and flexible to meet a long-term situation, short-term changes, and emergencies.
  - All of the above
31. Which of the following best defines planning?
- An organized conscious and continual attempt to select the best available alternatives to achieve specific goals.
  - A series of activities organized by a group in a systematic way to achieve a goal/to meet the needs and interest of the group or community.
  - An entire range of activities, relationships interactions and experiences within a group which have been deliberately planned and carried out with the help of the group leader and executive.
  - A complex process of development which involves a number of related activities.

32. \_\_\_\_\_ is measured by establishing whether the results are as good as they could be.
- A. Equity
  - B. Performance
  - C. Efficiency
  - D. Effort
33. It is almost a given that when an organization sets out to develop a structure through which it will conduct its business, the organizational chart will reflect some form of hierarchical structure, with boxes depicting positions and lines indicating channels for reporting and supervision.
- A. True
  - B. False
34. One of the most common organizational structures in Human Service agencies is:
- A. Departmentalization by Function
  - B. Departmentalization by Program
  - C. Departmentalization by Planning
  - D. Departmentalization by Organization
35. Structure is an extremely important variable in determining the tone and substance of day-to-day functioning and, ultimately does not have a lot to do with organizational progress toward the achievement of mission and goals.
- A. True
  - B. False
36. Which of the following is not an important factor to a successful project?
- A. A project must meet customer requirements
  - B. A project must be on the budget
  - C. A project must be dynamic
  - D. A project must be on time
37. Which of the following is TRUE about Project Management?
- A. An organized conscious and continual attempt to select the best available alternatives to achieve specific goals.
  - B. A series of activities organized by a group in a systematic way to achieve a goal/to meet the needs and interest of the group or community.
  - C. An entire range of activities, relationships interactions and experiences within a group which have been deliberately planned and carried out with the help of the group leader and executive.
  - D. It includes developing a project plan which includes defining project goals and objectives, specifying tasks or goals to be achieved; what resources are needed and associating budgets and timelines for completing.
38. The purpose of this process is to identify the reasons for programme success or failure
- A. Planning
  - B. Organizing
  - C. Evaluation
  - D. Designing
39. Programme planning is also a procedure of working with the people in an effort to recognize unsatisfactory situations or problems, and to determine possible solutions, or objectives or goals.
- A. True
  - B. False

40. Which of the following is not one of the three phases involved in programme planning process?

- A. Programme formulation
- B. Programme evaluation
- C. Programme monitoring
- D. Programme execution