

UNIVERSITY OF SWAZILAND
DEPARTMENT OF ADULT EDUCATION
DIPLOMA IN ADULT EDUCATION YEAR 11
MAIN EXAMINATION PAPER – DECEMBER, 2015

TITLE OF PAPER : **PROGRAMME PLANNING AND
MANAGEMENT**

COURSE CODE : **DAE 212**

TIME ALLOWED : **THREE (3) HOURS**

INSTRUCTIONS : **1. ANSWER ALL QUESTIONS IN SECTION 'A'**
2. ANSWER TWO QUESTIONS IN SECTION 'B'

**THIS PAPER IS NOT TO BE OPENED UNTIL PERMISSION HAS BEEN
GRANTED BY THE INVIGILATOR**

SECTION A
ANSWER ALL QUESTIONS

Question 1

Using appropriate examples to illustrate your answer, identify and discuss at least five (5) modern management principles by Henri Fayol and indicate how these are important for managers in the management of an organization's activities.

[25 marks]

Question 2

- a) Indicate briefly why planning is important before implementing a programme? [5]
- b) The Synoptic Rational Theory of Planning typically looks at problems from a systems point of view. Identify and discuss the four (4) elements of the Synoptic Rational Theory. [20]

[25 marks]

SECTION B
ANSWER ONLY TWO QUESTIONS

Question 3

- a) Define the concept 'programme'. [5]
- b) Using appropriate examples to illustrate your answer, distinguish a development programme from an institutional programme. [20]

[25 marks]

Question 4

- a) With the aid of examples, define an organizational structure. [10]
- b) Explain why an organization needs an organizational structure by showing the role it plays in an organization. [15]

[25 marks]

Question 5

In programme management, managers are involved in the management of the following processes of a programme. Discuss what each of the following activities are all about and why they should be considered in the planning of programmes.

- i) Human management [5]
- ii) Task management [5]
- iii) Fiscal management [5]
- iv) Risk management [5]
- v) Marketing [5]

[25 marks]