

**ASSESSMENT # 12**

**Total Marks: 30**

**Answer the following questions:**

**Q: 1:** Short Questions (15)

- I. Describe the techniques for choosing a project team.
- II. What is the importance of teamwork?
- III. Outline the tips for building a winning team.
- IV. When managing team meetings, what are the points to consider for Agenda Planning?
- V. Describe some ways to reward a team.

**Q: 2:** Outline the issues that are critical to the success of a team. (7)

**Q: 3:** What are the different levels/stages of team development? (8)