



Professional Project Management Communication Assessment

Student Name: _____	Class: _____
Student ID: _____	Date: {{DATE}}

Assessment Details

Duration: 120 minutes	Total Marks: 250
Topics Covered:	<ul style="list-style-type: none">• Professional Communication• Project Management Terminology• Technical Documentation• Cross-Cultural Communication• Business English-Polish Translation

Instructions to Candidates:

1. This assessment evaluates both your project management knowledge and communication skills.
2. Answer all questions in the spaces provided.
3. For translation tasks, ensure accuracy in both English and Polish.
4. Write clearly and professionally, using appropriate business language.
5. Time management is crucial - allocate approximately 12 minutes per section.

Section A: Project Management Terminology [50 marks]

Question 1

[20 marks]

Match each project management term with its correct definition and provide an example of its use in a professional context:

Term	Definition	Professional Example
1. Scope Creep	_____	_____

2. Sprint Velocity	_____	_____
3. Technical Debt	_____	_____
4. MVP (Minimum Viable Product)	_____	_____
5. Deliverables	_____	_____

Question 2

[30 marks]

For each of the following project management scenarios, write a professional response using appropriate terminology and business language:

Scenario 1: A stakeholder requests additional features mid-sprint that weren't in the original scope.

Scenario 2: Your team's velocity has decreased by 30% in the last sprint.

Scenario 3: You need to explain to non-technical stakeholders why addressing technical debt is crucial.

Section B: Professional Communication & Translation [60 marks]

Question 3

[30 marks]

Transform the following informal statements into professional business communication, then provide Polish translations:

Informal Statement	Professional English Version	Polish Translation
"We need to cut costs"	_____	_____
"The project is way behind"	_____	_____
"The client keeps changing their mind"	_____	_____
"We need more people on this"	_____	_____
"The code is a mess"	_____	_____

Question 4

[30 marks]

Write a professional email addressing the following situation in both English and Polish:

Situation: You need to inform a client that their requested changes will require additional budget and extend the project timeline by two weeks. The current budget will increase by 15%, and the new delivery date will be March 15th.

Write your email in English:

Translate your email to Polish:

Section C: Technical Documentation Analysis [70 marks]

Question 5

[35 marks]

Review the following technical documentation excerpt and address the questions below:

API Integration Guidelines v2.1

Endpoint: /api/v2/projects

Method: POST

Headers:

- Authorization: Bearer {token}
- Content-Type: application/json

Response Codes:

- 200: Success
- 400: Bad Request
- 401: Unauthorized
- 403: Forbidden
- 500: Internal Server Error

a) Identify three ways to improve this documentation for non-technical stakeholders [15 marks]

b) Write a user-friendly explanation of the error codes for the project team [10 marks]

c) Create a troubleshooting guide for common integration issues [10 marks]

Question 6

[35 marks]

Create technical documentation for the following project scenario:

Your team is developing a multi-language mobile application for restaurant ordering. Document the language switching feature, including user interface considerations, data handling, and testing requirements.

1. Feature Overview

2. Technical Requirements

3. User Interface Specifications

4. Data Flow Diagram

5. Testing Criteria

Section D: Cross-Cultural Communication [40 marks]

Question 7

[20 marks]

Analyze the following cross-cultural communication scenarios and provide appropriate solutions:

Scenario 1: Your team in Poland is collaborating with developers in Japan. The Japanese team members rarely say "no" directly to proposals but express reluctance in subtle ways.

Scenario 2: During video calls with your German clients, your Polish team members are perceived as too informal in their communication style.

Question 8

[20 marks]

Create a cross-cultural communication guide for your international project team:

Cultural Aspect	Polish Business Culture	International Considerations	Best Practices
Meeting Etiquette	_____	_____	_____
Communication Style	_____	_____	_____
Decision Making	_____	_____	_____
Conflict Resolution	_____	_____	_____

Section E: Project Communication Plan [30 marks]

Question 9

[30 marks]

Develop a comprehensive communication plan for a six-month software development project:

1. Stakeholder Analysis

Stakeholder Group	Communication Needs	Frequency	Channel
Project Sponsors	_____	_____	_____
Development Team	_____	_____	_____
End Users	_____	_____	_____

2. Communication Matrix

3. Risk Communication Strategy

Additional Resources and References

Recommended Reading

- Project Management Institute. (2021). A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh Edition
- Meyer, E. (2014). The Culture Map: Breaking Through the Invisible Boundaries of Global Business
- Agile Alliance. (2021). Agile Practice Guide

Online Resources

- Project Management Institute: www.pmi.org
- Scrum Alliance: www.scrumalliance.org
- International Project Management Association: www.ipma.world

Style Guides

- Technical Writing Style Guide
- Business Communication Handbook
- Cross-Cultural Communication Guidelines

Assessment Marking Criteria

Criterion	Description	Weight
Technical Accuracy	Correct use of project management terminology and concepts	30%
Communication Clarity	Clear, professional, and effective communication	25%
Language Proficiency	Accurate translations and appropriate use of business language	25%
Cultural Awareness	Understanding and application of cross-cultural communication principles	20%

Final Notes & Submission Guidelines

Before Submitting:

- Review all answers for clarity and professionalism
- Ensure all translations are accurate and contextually appropriate
- Check that examples provided are relevant to real-world scenarios
- Verify all required fields are completed

Marking Criteria:

Component	Percentage
Technical Accuracy	30%
Professional Communication	25%
Translation Quality	25%
Examples & Application	20%

I declare that this is my own work and all sources have been acknowledged appropriately.

Signature: _____

Date: _____