

Project Coordinator Interview Questions And Answers Guide.



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Project Coordinator Job Interview Preparation Guide.

Question # 1

How will you gather requirements and where do you record. Is it in word / Excel or do you have any tool for that?

Answer:-

There are different Requirement Gathering tech:

1. Brainstorming
2. Questioning
3. Interview
4. Prototyping
5. Workshops
6. Observation
7. Checklist

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Question # 2

Suppose if you have 3 jars. Each jar has a label on it: white, black, or white&black. You have 3 sets of marbles: white, black, and white&black. One set is stored in one jar. The labels on the jars are guaranteed to be incorrect (i.e. white will not contain white). Which jar would you choose from to give you the best chances of identifying the which set of marbles in is in which jar?

Answer:-

There will be 2 combinations of the incorrect labeling.
lets suppose A,B,C are three jars and A has white, B has Black and C has both of them.

now possible labeling will be A:B; B:B&W; C:W or A:B&W; B:W, C:B . There cannot be other combinations...try it.

now in either of cases you choose the jar labeled with B&W i.e mixture. and see which color of marbles are there. It wont have both as it is incorrectly labeled. So it will be the jar of such type of marbles and the remaining jars can be easily identified with the justification of incorrect labeles.

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Question # 3

Write InStr function. Write the test cases for this function?

Answer:-

```
using System;
using System.Collections.Generic;
using System.Linq;
using System.Text;
namespace InStr
{
class Program
{
static void Main(string[] args)
{
//test case 1, should return -1
string txt = "this is a test";
string searchString = "ae";
Console.WriteLine(InStr(txt, searchString));
//cast case 2, should return 2
txt = "this is a test";
searchString = "is";
Console.WriteLine(InStr(txt, searchString));
Console.Read();
}
}
```



```
//return the position of the first occurrence of one
string "searchString" within another "txt"
//return -1 means cannot find
static int InStr(string txt, string searchString)
{
return txt.IndexOf(searchString);
}
}
}
```

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Question # 4

Write test cases for a vending machine?

Answer:-

Assume the vending machine can provide tea, coffee and milk, without taking any money or coin.

First we have to create finite state diagram for the test case solution.

initial state ---->> coffee ----->> tea----->> milk

this is the one test case where user can first ask for coffee from initial state and then ask for tea and milk.

Now we have to take all the +ve test cases where user can move from one state to another state.

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Question # 5

Write function that counts the number of primes in the range [1-N]. Write the test cases for this function?

Answer:-

This is what I came up with (C#):

PSEUDO:

-Create a list of numbers uptill n number - n being int parameter

-Pass this list into a function to check for primality for the number and then print primes while we count for primes

BACKGROUND OF THIS SOLUTION:

THEORY:

- we know primes are the numbers starting from 2 are divisible with 1 and themselves only i.e. n being a prime number can only be divisible as n/n or n/1. testing from a prime is called "primality test" for a number...

-the simplest primality test is to see if given a number n is divisible by an integer m from 2 to n-1. If n is divisible by n then n is a composite number otherwise its a prime...

TO SPEED UP THE COMPUTING WE CAN ALSO:

Rather than testing till n-1 we can test the number till Square Root of n i.e. if n is a prime number it can always be factored into 2 values.

REFERENCE:

See here if you want to be a mathematician ;-).

http://en.wikipedia.org/wiki/Primality_test

THE CODE:

I would assume you know how to deal with lists in c# so I will not get into that. Just create an integer based items list "list<int>" etc. in C# which adds digits to the list

till number n. HINT: use a for loop ...LOL!!

```
public void CountPrimes(list<int> c)
```

```
{
```

```
list<int> primes = c.FindAll(
```

```
delegate(int a)
```

```
for (int i = 2; i <= Math.Sqrt(a); i++)
```

```
{
```

```
if (a % i == 0)
```

```
return false; //is not a prime
```

```
return true; //is a prime
```

```
}
```

```
//list primes in a list box and get the total count
```

```
label1.Text = "Total Primes = " + Convert.ToString
```

```
(p.count);
```

```
for (int count = 2; count < p.count; count++)
```

```
{
```

```
listbox.Items.Add(Convert.ToString(p[i]));
```

```
}
```

```
}
```

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Question # 6



What are different inputs and outputs of the phases in SDLC?

Answer:-

Phase-I Feasibility Study: Input - Customer Requirement, Budget and Timeframe / Output - Cost Benefit Analysis Report
Phase-II Requirement Analysis: Input - Customer requirements given in different formats (BRD, FRD)/ Output - SRS
Phase-III System Analysis and Designing: Input - End User Information / Output - ERD, DFD, Design Documents
Phase IV Development and Coding: Input - DB structures, Coding and Programming / Output -developed modules
Phase V Integration and Testing: Input - Module Integration, Test Plan, Test Cases / Output - Defects, Issues, Interoperability Analysis Report
Phase VI Acceptance and Deployment: Input - Completed Required System, User Guidance Documents / Output - Acceptance Report, Deployment Issues

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Question # 7

How do you speedup the project delivery without affecting the cost?

Answer:-

1. Identify whether its under scope or not ?
2. If its with in the scope, then there is a mistake on effort/cost estimation or in the planning.
3. Here the case.. we should delivery with in the budget or estimated cost.
4. Revise the plan and make it strictly.
5. When you revise the plan, you will identify the resource who is lead and lag.
6. Have meeting with the team mates and let them know the situation and increase the work time.
7. According to ur revise plan (allocate the idle resource and lead resource) start doing the work.
8. Make sure the daily review and work towards the revised plan which you made against your requirement (Delivery with in the cost is the purpose).

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Question # 8

How do you estimate the cost of projects?

Answer:-

1. Create the WBS of the project.
2. Assign TeamMember for each Task
3. Prepare the schedule of the Project.
4. Calculate the Effort based on the schedule & Number of Team members

For example:

Project Shedule is 2 Month with 2 Team Member(Considering 8 Hrs per day)

That Means Effort is 4 Manmonths

Assume that Per Hour cost is 20\$

One day cost per resource is $8 * 20 = 160\$$

One day Cost for two resources are $165 * 2 = 320\$$

Number of Working days in one Month is 22 days.

Number of Working days in 2 Months are $2 * 22 = 44$ days.

Add 4 Hours of Project Management that means Number of days for project Management is 22 Days.

Total Number of days = $44 + 22 = 66$ days

The Total Porject Cost = $66 * 320\$ = 21120\$$

(Note: I have Assumed cost per hour is 20\$ for Project Management Also. This cost may be diferent

I have Considered this Project executed @ offOsore

Onsite Cost will be more.

If the project is executed in ofshore/Onsite model , cost will be diferent))

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Question # 9

What is basics of Agile/Scrum development?

Answer:-

Agile methodology is used to minimize the risk or surprise at the end of the project.

A project is divided into a small projects which has its own SDLC. In case of any failure, the impact will be very minimal i.e. impact will be only on that specific bit of the project.

Scrum is to maintain the transferancy of the progress with the stake holders and to cross check the achievements of the milestones.

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Question # 10

Does the XML has white spaces?

Answer:-



yes.

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Question # 11

Define DLL HELL?

Answer:-

DLL Hell problem is windows register can't supports the multiple version of COM Components is called DLL Hell problem.

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Question # 12

What are all the test scenarios for login passwords?

Answer:-

When ever the user presses tab key after entering the password the program has to check all these scenarios---

- 1)The password should not appear in the URL once you press enter after entering the password, it sometimes gets into the URL
- 2) Minimum length of the password is adhered to
- 3)Maximum length(limit of characters) of the password is adhered to
- 4)Copy/Paste function should not work for the password field
- 5) Password should not accept white spaces
- 6) Password should not accept special characters
- 7) With username entered but not the password, a validation pop up should appear that "you need to enter the password"

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Question # 13

Where have you worked before?

Answer:-

Rarely is an inexperienced person taken in as a project manager. Any project manager would have at least two or three years of experience either as an employee or as a project manager. Therefore, this is one of the basic questions asked. Make sure that you give a brief and concise answer to this question, without going too much into the details. Also, make sure that everything you say as an answer to this question is factual and true.

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Question # 14

What are some of projects that you handled in the previous job?

Answer:-

As an experienced professional, you are bound to have a portfolio, and this is the right time to share such a portfolio with the interviewer. Make sure that the portfolio you share is authentic and has all the work that you have done. Your previous portfolio will decide whether the interviewer will be interested you or not.

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Question # 15

What is the software life cycle? How much time is spent usually in each phases and why?

Answer:-

Software life cycle simply contains

- 1) Requirement gathering
Output: BRD (Business Requirement Document)
- 2) Requirement Analysis
Output: SRS (System Requirement Specification)
- 3) Design (High level and Low level)
High Level: Implementation, Technology
Low Level: Software design
- 4) Unit Testing & Coding
Unit Testing: Break the functionality and do the test cases for each sub functionality
- 5) Testing
Unit Testing
Integration testing
UAT: User Acceptance Testing
- 6) Maintenance

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Question # 16

Have you ever had disappointments?

Answer:-

No job is without its disappointments. The disappointments can be anything, from an employee who left for personal reasons or the project that you did not bag because of the financials involved.



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Make sure that you provide a quick and factual answer for this question. These and other questions are randomly asked for the interview of the post of a project manager. Make sure that you read about the job description well before you opt for a project manager interview.

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Question # 17

What are your greatest achievements in professional life?

Answer:-

Apart from the portfolio, everyone has some project or aspect of their jobs that they hold close to their heart. This is the time to inform the interviewer about what your favorite project was and why. Of course, you have to make sure that you do not go on a ramble and genuinely discuss some of your favorite projects.

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Question # 18

Are you considering leaving your present job?

Answer:-

Regardless of the reason, do not bad mouth your current employer. Negativism will always hurt you. Good answers include: "There is no room for growth at my current employer. I am looking for a company with long term growth opportunities". "Due to a company restructuring, my entire department is relocating to Florida. I was given the option of moving, but do not wish to relocate". "My current company is not doing well, and has been laying off employees. There is no job security there, and more layoffs are expected".

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Question # 19

What are your main goals for future?

Answer:-

"My long term goals are to find a company where I can grow, continue to learn, take on increasing responsibilities, and be a positive contributor".

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Question # 20

How to handle stress and pressure?

Answer:-

"I find that I work better under pressure, and I enjoy working in an environment that is challenging." "I am the type of person that diffuses stress. I am used to working in a demanding environment with deadlines, and enjoy the challenges."

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Question # 21

We met several candidates. Why are you the project manager we should hire?

Answer:-

I've definite examples of your skills and accomplishments. Be positive, and emphasize how your background matches the job description.

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Question # 22

Tell me about your greatest weakness?

Answer:-

It is very important to give a strength that compensates for your weakness. Make your weakness into a positive. "I consider myself a 'big picture' person. I sometimes skip the small details. For this reason, I always have someone on my team that is very detail oriented." Another good answer: "Sometimes, I get so excited and caught up in my work that I forget that my family life should be my number one priority."

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Question # 23

How you recently managed a diverse project team towards a common goal?

Answer:-

Focus on your ability to delegate in a fair and practical way, how you clearly defined project roles and responsibilities, kept personality clashes and conflict to a minimum and monitored and fed back to the project team. Outline your management style and why it worked.

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Question # 24

What are different phases in Software life cycle?

Answer:-

In easy words, The stages in a SDLC are:

- 1) Requirement analysis.
- 2) Coding
- 3) Testing
- 4) Maintenance



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Question # 25

Would you deal with changes being made a week or so before the ship date?

Answer:-

In this situation, following things must be think and tested

- 1) Impacted area should get tested
- 2) Should run all High priority test cases related area where changes has been made.
- 3) if gets time then run medium priority test cases
- 4) do sanity test around the impacted area.

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Question # 26

List the functions of Project Management Tool?

Answer:-

Following are some functions of Project Management tool

- * Task management
- * File storage
- * Reporting functions
- * Commenting and message boards
- * Client access
- * Subcontractor task assignment
- * Time tracking

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Question # 27

How to assign tasks to the team?

Answer:-

By telling your team what to do, you at some level are telling them that what they've done has not been successful. That's probably not what you mean. However, tell them why you want something, and ask for their help, and the underlying message is "you've done well in the past, so here's something new." Even when you put rules in place (governance rules, if you will), you can still educate as to the "why" and get more acceptance than you would otherwise. And, if you have the opportunity to get input, and adjust your rules with feedback, even better. Much better.

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Question # 28

How you judge technical skills of developer?

Answer:-

To judge a technical ability of programmer ask about his past technical work, ask some general tech questions and If you can, try to give him/her a little challenge where he/she can prove some of the skills he/she have enumerated on his/her CV and that he/she will need for the job. In a further interview you may ask him/her how he/she solved some problems. If it is the case, ask him/her how he/she did certain aspects of items listed in his/her portfolio.

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Question # 29

What project management software you use to manage project?

Answer:-

Yes This is a common Project management interview Question asked to every project manager.

Generally project manager use Basecamp. Another software is activecollab. This is can be installed on your own server.

These tools provide ability to set up unlimited numbers of projects, assign members to the projects, set tasks, set milestones, add pages, add tickets, upload documents to the project, have discussions within the project and set numerous access levels for management, staff and clients.

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Question # 30

How to add value to your project?

Answer:-

I am telling you few ideas in my mind that as a project manager how you can add value to project & real customer.

Feel the real need of customers. Don't act as a sales person. Work as consultant. Which can add much more value to them and hence people will trust you and that trust will help you to grow your business.

Prepare a presentation of their relevance in simple way and with few words. Provide the satisfied references.

Another concern: As a project manager How to justify the time & human resource cost to other persons with different skills like Sales Manager? So Idea is divide all tasks in micro tasks and try to explain all these in detail. Try that he becomes a part of the team and able to realize the facts.

Dropping price doesn't make any sense. Because if you do it, you have to do it again & again to sell your product. Instead of that increase your product quality.

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Question # 31

How to deliver the product fast to costumers?

Answer:-



Simple solution is Keep away your team from non-value adding tasks.

Customers need working product not documentation. Project managers need to relieve the project team from as much compliance work as possible, even if that means taking on the tasks themselves. So that the development team can concentrate on the real work.

Agile frameworks do need minimal documentation and a mechanism to convey knowledge about project success and failure to others in the organization. The answer isn't eliminating either documentation or process, but approaching both from a simplified, lean, barely sufficient, just-enough perspective.

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Question # 32

Why the customer developer partnership is important?

Answer:-

The success of any product involves meeting expectations-those of the ultimate customer, those of management stakeholders, and those of the project team itself. While delivering something useful to the customer remains paramount, keeping all the participants informed and involved is critical to success.

If we want products that deliver outstanding customer value, then we must have a customer-developer partnership, one with responsibilities and accountability on both sides (and similar relationships with key suppliers). Agile teams constantly seek customer involvement and are always asking the question, "Is what we are doing useful to you in meeting your business goals?"

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Question # 33

Have you ever faced any disagreements in previous job? How did you solve it out?

Answer:-

A project manager has to take into consideration several disagreements. They can be between employees, between the superior and the employees, or even the client and the employees. If you reply that you have never had any disagreements, the interviewer will wonder whether you were really a project manager for your skills or simply because you are a people pleaser.

Make sure that you come up with at least one incident where employees and superiors had differences in thought and you were instrumental in changing the scenario.

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Question # 34

Which most complex project you have managed from start to finish?

Answer:-

Provide a comprehensive answer remembering to explain the project as you would to a client and not to somebody who has been involved in the project.

The more complex a project the more formal processes and techniques are needed to effectively manage the work. Explain the purpose, value and implementation of the most critical aspects of the project including managing the project work plan, the project schedule, the project risks, the project issues and closing the project.

Be enthusiastic about your accomplishments and specify how your experience will benefit the company. Point out where you made a difference on the project in terms of expenditure, quality, efficiency, customer satisfaction and business and organizational success.

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Question # 35

Described Continuous feature delivery benefits in Agile Software development?

Answer:-

To get the customer feedback early. Iterations allow you to manage risk sooner-you do not have to build the whole product to find out if you can meet a particular specification.

Another benefit of continuous feature delivery is that for some products, software being a good example, incremental releases can provide early benefits. Rather than wait 12 or 18 months for new software features, incremental delivery can provide quarterly or even more frequent ones. Incremental releases can favorably alter ROI calculations because they allow product managers to address opportunities that would be lost in 18 months. However, even though some products can be developed iteratively using simulations or prototypes, they are very difficult to release incrementally. As the battle over Web browsers showed in the late 1990s, customers often can't assimilate new product releases every three to four months.

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Question # 36

Tell the team about his past work performance?

Answer:-

Provide positive Feedback First:

Make sure that you first focus on achievements - just the good news. One of the factors that make working together so difficult is our habit of focusing on issues and problems to the exclusion of achievements and successes. In such an environment people feel undervalued and unmotivated and a feeling of Why bother? Shapes the culture.

Review Failures:

Next take time to review failures, asking the team to make a full list of disappointments. Let them know that this exercise has nothing to do with pointing fingers and everything to do with creating a realistic picture of the current status of the team and the business.

Take the Lessons:

Finally ask each team member to consider what can be learned from what happened. Discuss the potential lessons and align on the top three guidelines that would make the most difference to your success. Keep these alive throughout the year by regular review and public display with news of the difference the lessons are making to performance.

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Question # 37

Why the Quality assurance of software is important at its early stage?

Answer:-

Projects that don't set up processes to eliminate defects in early stages fall into extended test-debug-re-implement test cycles that seem interminable. So many defects are reported by testing that by the end of the project, the "change control board" or "feature team" may be meeting as often as every day to prioritize defect



corrections. Because of the vast number of defects, the software has to be released with many known (albeit low priority) defects. In the worst case, the software might never reach a level of quality high enough for it to be released. That's why software testing is important from day one.

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Question # 38

What are rights of customer in Project life cycle?

Answer:-

In Project/Software life cycle client has the rights:

- * To set objectives for the project and have them followed.
- * To know how long the software project will take and how much it will cost.
- * To decide which features are in and which are out of the software.
- * To make reasonable changes to requirements throughout the course of the project and to know the costs of making those changes.
- * To know the project's status clearly and confidently.
- * To be apprised regularly of risks that could affect cost, schedule, or quality, and to be provided with options for addressing potential problems.
- * To have ready access to project deliverables throughout the project.

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Question # 39

Describe Project Planning?

Answer:-

Project Planning defines in detail the project activities and the product that will be produced, and describes how the project activities will be accomplished. Project Planning defines all major tasks, estimates the time and resources necessary to complete them, and provides a framework for management review and control.

Project Planning activities include defining and documenting the following:

- * Work to be performed,
- * Project goals,
- * Estimates for planning, tracking, executing, and controlling the project,
- * Commitments of the affected groups, and
- * Project alternatives, assumptions, and constraints

Planning is a process that includes activities to estimate the size of the project, the scope of the effort, and the resources required to complete the project, as well as steps to produce a project schedule, identify, assess and manage risks, and negotiate commitments. Several iterations of the planning process may be performed before the Project Plan is completed.

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Question # 40

What is a successful project in Project Management?

Answer:-

First of all it should satisfy all the requirements of itself and requirements of client. A successful project should be one that meets its cost, schedule and quality goals within engineering tolerances and without padding its schedule or budget. Project Manager should balance between all objectives so that a high-quality product can be delivered according to an efficient schedule at moderate cost.

After finishing it should be easy to operate, maintain & expand.

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