

NCBA: MODULE #1

BUSINESS ANALYSIS SUPPORT PRACTICE

SAQA ID 63769

MODULE #1: CODE OF ETHICS AND PROFESSIONAL CONDUCTS

SUMMATIVE ASSESSMENTS

The purpose of this summative assessment is to evaluate your learning at the end of a module by comparing it against a standard.

TASK DESCRIPTION

A series of long answer questions which you are required to answer based on your learnings from the module readings and formative task.

Enter your name and surname below

KATLEGO MAPHANGO

1. You are part of the project management office, a Project that has to be completed within six months, but after two months, the schedule has begun to slip. As of now, the project is one week behind schedule. Based on your findings, you believe you can make some corrective actions and recover the lost time over the next month to get the project back on schedule for its completion date. Management, however, requires weekly status reports on cost and schedule. Which of the following should you do?

Select one:

- A. Report that the project is one week behind schedule but will finish on the schedule based on cited corrective actions.

- B. Report that the project is on schedule and will finish on schedule.
- C. Report that the project is off schedule by a few days but will finish on schedule.
- D. Report that the project is running late

Please justify your choice by stating the ethical code or value and standards it is related to.

Your Answer

A. Report that the project is one week behind schedule but will finish on the schedule based on cited corrective actions.

By reporting genuine honest information about the delay and also taking responsibility by putting corrective actions and also keeping all parties informed.

Assessors Notes

2. You are part of the project management office and the project customer has requested that you inflate your cost estimates by 25 percent. He reports that his management always reduces the cost of the estimates, so this is the only way to get the monies needed to complete the project. Which of the following is the best response to this situation?

Select one:

- A. Do as the customer asked to ensure the project requirements can be met by adding the increase as a contingency reserve.
- B. Do as the customer asked to ensure the project requirements can be met by adding the increase across each task.
- C. Do as the customer asked by creating an estimate for the customer's

management and another for the actual project implementation.

- D. Complete an accurate estimate of the project. In addition, create a risk assessment on why the project budget would be inadequate.

Please justify your choice by stating the ethical code or value and standards it is related to.

Your Answer

D. Complete an accurate estimate of the project and create a risk assessment on why the budget would be inadequate

By providing accurate estimates using accurate data and avoiding inflated costs we uphold honesty, responsibility and fairness, which are ethical values.

Assessors Notes

3. A colleague you have been working with on a project admits to you that they used slightly modified versions of your competitor's software to solve a problem you are working on. You are upset about this, but your colleague is a key person on the proposal team and the grant application deadline is soon. What should you do?

Choose two of the following:

1. Fire your colleague from the project on the grounds of plagiarism
2. Leave your colleague as the first author on the proposal since he wrote up the ideas
3. Remove your colleague from the proposal team, and offer the competition the position if they allow for their idea to be used
4. Ask the competitor to join the grant team, placing them as the third author on the proposal if they allow for their idea to be used

5. Acknowledge the competitor in the grant proposal because the ideas were there originally
6. Apologise to the competitor and indicate that the proposal must go out as is to meet the deadline
7. Remove competitor's ideas from the proposal and try to rework it before the deadline

Please justify your choice by stating the ethical code or value and standards it is related to.

Your Answer

5. Acknowledge the competitor in the grant proposal because the ideas were there originally & 7. Remove competitor's ideas from the proposal and try to rework it before the deadline,

We avoiding plagiarism and unethical work by crediting original authors and their intellectual property

Assessors Notes

4. A client who is a popular Internet Service Provider (ISP) has contracted your company to develop a marketing platform called Networker. Any user with an Internet connection can access the Networker Network and register for the service. What the users do not know is that as part of registration, the ISP scans their hard drive assessing their system for potential new software marketing strategies from their documents.

You have recently found out about this feature, what do you do next?

Please justify your choice by stating the ethical code or value and standards it is related to.

Your Answer

The immediate action is to stop the unethical feature immediately and disclose the issue to both the client and relevant stakeholders, ensuring that user privacy is protected and that the platform complies with legal and ethical standards.

Assessors Notes

5. You are a programmer at XYZ, Inc. While working late one night, you notice that your boss has left their computer on. You enter their office to turn it off and find that they are still connected to his email. You scan the messages briefly, noticing whom they are from and what the topics are. One message catches your eye. It is regarding a project awarded to a project manager without the necessary experience.

The failure of this project could destroy your company if the corruption were to ever surface. You are part of the project steering committee. What do you do next?

Please justify your choice by stating the ethical code or value and standards it is related to.

Your Answer

I do not continue reading or use the information I accessed inappropriately.

To avoid harm and damage the company will receive I will then report the issue anonymously through the company's whistleblower forum, if available, focusing on the project award concern without disclosing how I learned of it.

Alternatively, raise concerns about the project manager's lack of experience through proper, formal channels available to the steering committee without

referencing the private email.

Assessors Notes

Declaration of Authenticity

Declaration by learner

I KATLEGO MAPHANGO, 9812035128080 hereby declare that the work and natural occurring evidence contained herein was completed by me and is my own.

Where assistance or advice was received or where I used resource material from a workbook, policy wording, Internet, or any other printed sources, this has been acknowledged and referenced.

I further declare that I understand that plagiarism is a punishable offence as it constitutes the theft of another's intellectual property rights.

Learner Signature

Date: 08/09/2025