



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University Project (Spring 2021)

Student Name	Ali Hamad Almotawa.	اسم الطالب
Students I.D	2021200539	الرقم الجامعي

Section

Master

Date
Thursday
18 / 03 / 2021

Course Code
(PMG506)

Advanced project Management

Instructions:

- آخر موعد للتسليم هو يوم الخميس 2021-05-8-20 في تمام الساعة 9 مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- يتم تسليم المشروع في صيغة ملف pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion، وأخيراً المراجع References. وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط 12.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر 1.5 line spacing
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: ~~Eng. Amaal Aburumman~~ Eng. Dr. Akram M. S. Ali

Project:

You are required to document your role in administering a project. The project may be set in a business, social, sporting, or family environment but must be of a significant size and scale. If you do not have an actual project to write about you may complete the project hypothetically.

This report will be between three to six pages in length. This is a significant research project.

Your report must address ~~each~~ **ONE** of the following issues:

1. Identify and describe the purpose, scope, and objectives of the project. **Display this information using an appropriate tool.**
2. Describe how the team is given an outline of the project.
3. Describe the strategies that are going to be set up to maintain communication with the team members.
4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.
5. Identify project milestones and activities. **Display this information using an appropriate tool.**
6. Create a budget and link the costs to the key milestones for a project.
7. Describe how you are going to divide tasks and resources amongst a project team. **Display this information using an appropriate tool.**
8. Briefly describe how the progress will be monitored.
9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.
10. Describe the current procedure for finalizing projects. Create your own procedure and identify how you will evaluate the success of the project.
11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

Best of luck...

المشروع:

مطلوب منك توثيق دورك في إدارة مشروع. قد يتم تعيين المشروع في بيئة تجارية أو اجتماعية أو رياضية أو عائلية ولكن يجب أن يكون بحجم مناسب. إذا لم يكن لديك مشروع فعلي لتكتب عنه ، فيمكنك إكمال المشروع افتراضياً. سيكون هذا التقرير من ثلاث إلى ست صفحات .

يجب أن يعالج تقريرك كل من **أحد** القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء موازنة وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Projects finalizing procedure - Supplying and installing office furniture

1.Introduction:

As project manager for supplying and installing office furniture consists of equipping a floor in a medical building to be administrative offices. The building is within a hospital currently operating, so the project must be handled with utmost caution to avoid any harm that might affect patients or workers. We are now in the implementation phase, and we are facing the threat of the COVID-19 pandemic inside the hospital.

When it comes to project management, closing phase of a project isn't easy a way of executing deliverables. Though the method could appear tedious or to a fault overly, a proper closure phase ensures all loose ends are tied up, documentation is signed and approved, contractors are paid, and everybody is on the constant page.

The closing phase additionally offers you the chance to review and evaluate the project's success (or failure), which is crucial for planning and executing successful projects in the future.

This research will ensure that the project is closed correctly and that it meets all deliverables. Ensure deliverables arrive, risks are closed, and money paid is not sufficient to ensure project closure. One of the most important reasons for the project's success is to close it properly, and this is what will be searched for.

2. Literature Review and Conceptual framework:

Even once the project is finished, its closing is essential; everything should be "tied up". We will have brief analyses of various problems that have to be considered from the project execution to anything connected. It's normal to apply to summarize at the closing time everything that was learned from the project's execution, data that may associate degree a helpful future reference for the study of the project as an example and application to alternative projects.

"The main objective of the project, say the construction of buildings, the installation of equipment, the paving of internal streets, the starting of a production line, a mall

construction, etc., may have been attained, but there are likely to be many loose ends"(Nolberto Munier, 2012, P243).

"Closing stage is basically the clean-up work for the project staff. Drawings, documents, files, applications and maintenance manuals are cataloged and will be delivered to the customer" (Özge Küçük,2014).

Closing is a strategic but frequently overlooked project phase, in which project managers play pivotal roles as project team leaders. Project Managers' Competences in Managing Project Closing (Maoshan Qiang,2019).

Many practitioners overlook the project closing process group. To them, successful project delivery is defined by the completion of deliverables as per the objectives of time and cost Project Integration Management, Using PMI Standards (Aziz, Emad E,2015).

3. Methodology:

This research will use the description and comparison between the latest scientifically applied techniques in closing projects and what is used within the organization in terms of approved project management steps. Here, I will explain the steps used by the organization:

- 1- Confirm work is done as per the requirements.
- 2- Complete procurement closure.
- 3- Gain formal acceptance.
- 4- Index and archive records.
- 5- Hand-off completed product.

Therefore, it is necessary to verify the validity and feasibility of procedures for closing projects within the organization by comparison, as I indicated to the latest scientific methods.

4. Results and Discussion:

According to (Aziz, Emad E.,2015) Project Closing is the combination of the following when applied to a project:

1. Assurance that all the work has been completed,
2. Assurance that all agreed upon project management processes have been executed, and
3. Formal recognition of the completion of a project—everyone agrees that it is completed.

Looking at this, we can say that the organization has achieved closing. But to achieve complete success, we have to achieve satisfaction on the project, and after reviewing (Aziz, Emad E.,2015), two essential elements are deficient. In my opinion, for the client's satisfaction and to develop the organization's achievement, and a date preserves its achievement and helps it to grow.

The missing steps are:

- 1- Update lessons learned.
- 2- Complete final performance reporting.

First, we must update the lessons learned from the project, and this represents an essential element for the development of the organization's procedures. It reduces the error rate, increases the success rate, and enhances it by recording the negatives and positives.

Secondly, it is necessary to highlight the project's successes and write down all the steps, objectives, and requirements of the project achieved within the time, cost, and quality required for the project.

By adding the two essential elements, we guarantee the achievement of integrated success for the organization and achieve future benefits that help achieve sustainability.

5. References:

- 1- Aziz, E. E. (2015). Project closing: the small process group with big impact. Paper presented at PMI® Global Congress 2015—EMEA, London, England. Newtown Square, PA: Project Management Institute.
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- 3- Transferring projects to their final users: The effect of planning and preparations for commissioning on project success. (2005, May 1). ScienceDirect.
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