



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section
Course

Master
(PMG506)

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Code
Thursday

Date

18 / 03 / 2021.

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-~~820~~ في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الإنجليزية.
- 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. ستكون هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك ~~كل~~ **احد** القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططًا تفصيليًا 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..

Organizing a Party

1- INTRODUCTION:

After one of my friends graduated from the college. As his friends we needed to celebrate this event, so we decided to organize a party.

In this research I am going to write about how to organize, so we must plan very well for the party, and ask ourselves, where to do it? When to be? Whom must we invite? How much is our budget? What food should we order? Should we hire a party planner or not? How to assure that our party is conducted successfully?

2- LITERATURE REVIEW

We will deal with this event as a project, The Project Management Institute (PMI) define the project as a temporary endeavor undertaken to create a unique product, service, or result. The temporary nature of projects indicates that a project has a definite beginning and end. (Project Management Institute, Inc., 2017).

From the above definition any project will have the following features:

- A defined beginning and end.
- Unique goals and outcomes.

Any project is undertaken to fulfill an objective which in our case is to conduct the party itself. It is important to have well-defined project objectives that all stakeholders review and agree to. We need to identify the objectives at project initiation stage throughout the lifecycle of the project.

To assure that our project will succussed, there are many studies have been conducted to set the criteria of project success, such as; Baker, Murphy, and Fisher (1988), that project success is a matter of perception and that a project will be most likely to be perceived to be an “overall success” if:the project meets the technical performance specifications and/or mission to be performed, and if there is a high level of satisfaction concerning the project outcome among key people on the project team, and key users or clientele of the project effort.

Another study by Dong et al. (2004) cover most of the concerns of Chinese information systems' project managers, for which they reviewed extensive literature. The most commonly cited set of critical success factors CSFs are:

- a. Effective communication
- b. Top management support
- c. User involvement
- d. Project manager and team members
- e. Project definition
- f. Project planning
- g. Project control and change management,
- h. Technology support

3- PROJECT METHODOLOGY

Before work can be completed, three basic steps must take place:

- **Planning:** so early stage, we should collect the requirement, define scope, determines resources availability...etc. At this stage we will have approved documents used to guide project execution and project control.
- **Estimating:** here in this process will be determining how long or how many resources each planned element will take.
- **Scheduling:** here will be listing a project milestone activities and deliverables, with start and finish dates. From this stage will create the work breakdown structure (WBS) which will be the foundation of the project. The WBS is a deliverable oriented hierarchal decomposition of the work to be executed by the team to accomplish the project objectives (as defined in the PMBOK® Guide—Third Edition).

There are many ways to build the WBS 'Top-down' 'bottom-up' or 'rolling wave', for our project we built the WBS using a Top-down model as shown in Figure-1:

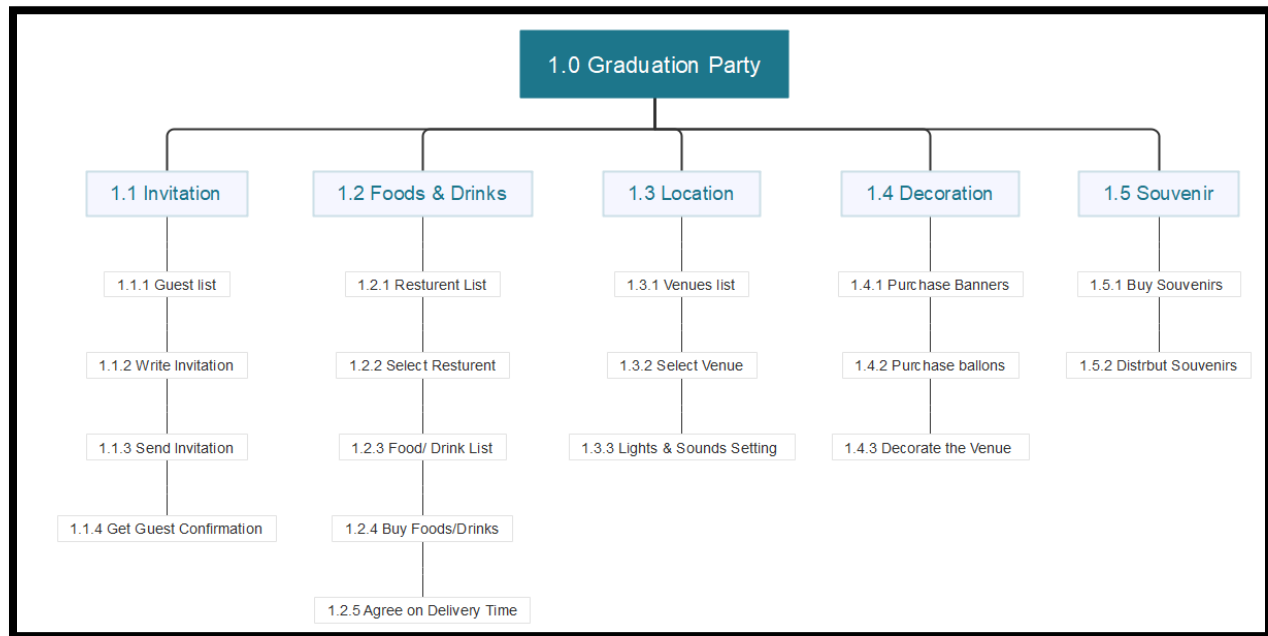


Figure-1: Work Breakdown Structurer (WBS)

The decomposing technique used to create the WBS which will generate a work packages that defined at the lowest level of the WBS for which cost, and duration can be estimated and managed. These work packages will be used in our last step which is project tracking.

- **Tracking:** this step occur only once the work begins, where we will compare the actual results with plan, estimate and schedule, so will know if there are any variations.

From the project tracking we will have a visibility which make the team aware of what they had accomplished.

There are many tools and visualizations used for scheduling and tracking such as Milestone charts (where we will list major points in time or milestone, such as phases ending), Gantt charts (which provide an easy-to-understand visualization of the schedule and progress...etc. we used Gantt chart to record the project progress and to monitor the project status as shown in Figure-2.

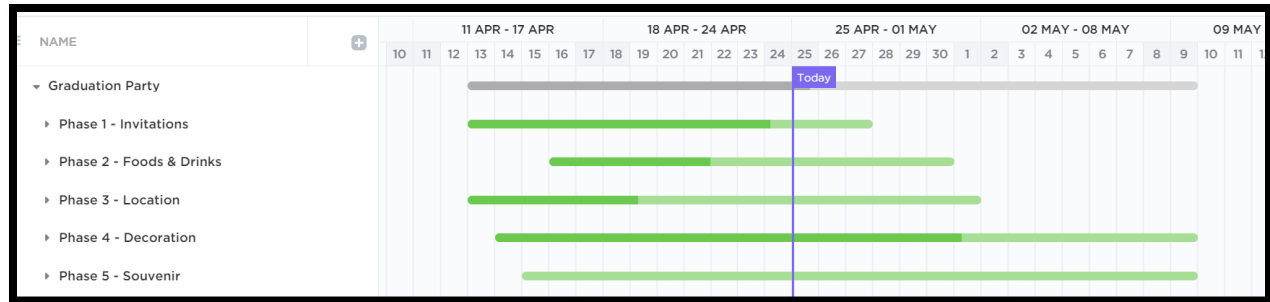


Figure-2: Gantt Chart for Graduation Party

4- RESULTS AND DISCUSSION

The good planning and the initial stage of the project will guarantee a success for any project, so by providing a clear WBS will have a great benefit for the projects, such as:

- 1) Helps prevent work from slipping through cracks.
- 2) Provides the project team members an understanding of where their pieces fit into the overall project management plan and it gives them an indication of the impact of their work on the project.
- 3) Facilitates communication and cooperation between and among the project team and other stakeholders.
- 4) Provides a basis for estimating staff, cost and time.

In addition, there are many software packages and online tools for scheduling/ Tracking the projects to give a clear visibility for the project team and to know where the project is going.

5- REFERENCES

- A guide to the project management body of knowledge (PMBOK guide) / Project Management Institute (PMBOK guide), Third & Sixth edition. Project Management Institute, publisher.
- Baker, B. N., Murphy, D. C., & Fisher, D. (1988). Factors affecting project success. In: Cleland, D. I. & King, W. R. (Eds.) Project Management Handbook, second edition pp. 902 – 909. New York: Van Nostrand Reinhold.

- Dong, C., Chuah, K.B., & Zhai, L. (2004). A Study of Critical Success Factors of Information System Projects in China. Proceedings of the PMI Research Conference, London.