

Everyone's Smart University

Project (Spring 2021)

Advanced project Management

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Section

Master

Date

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Course Code

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Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس ٢٠-٥-٢٠٢١ في تمام الساعة ٩ 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 ١٢ .
- 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

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 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 القضايا التالية:

١. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
٢. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
٣. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
٤. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
٥. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
٦. إنشاء ميزانية وربط التكاليف بالمعالم الرئيسية للمشروع.
٧. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
٨. صف بإيجاز كيف سيتم رصد التقدم.
٩. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
١٠. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
١١. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

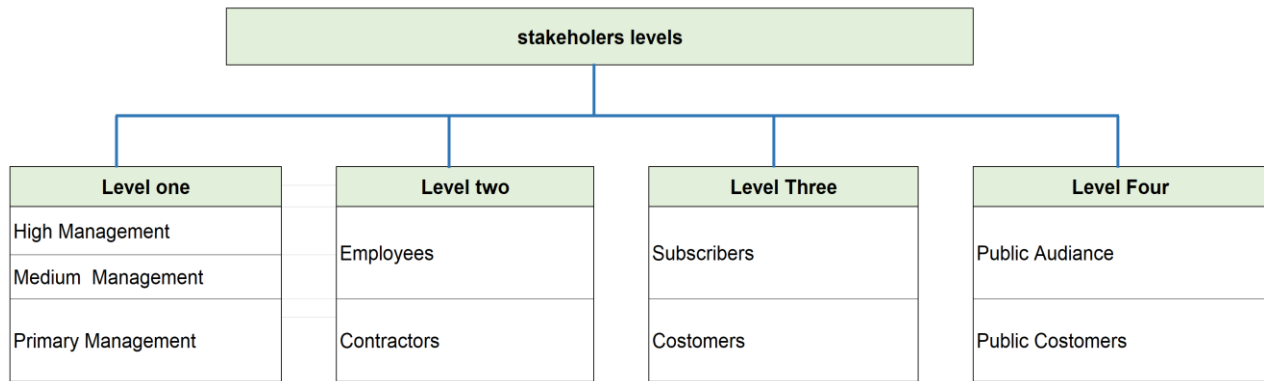
مع تمنياتي بالتوفيق..

1. INTRODUCTION

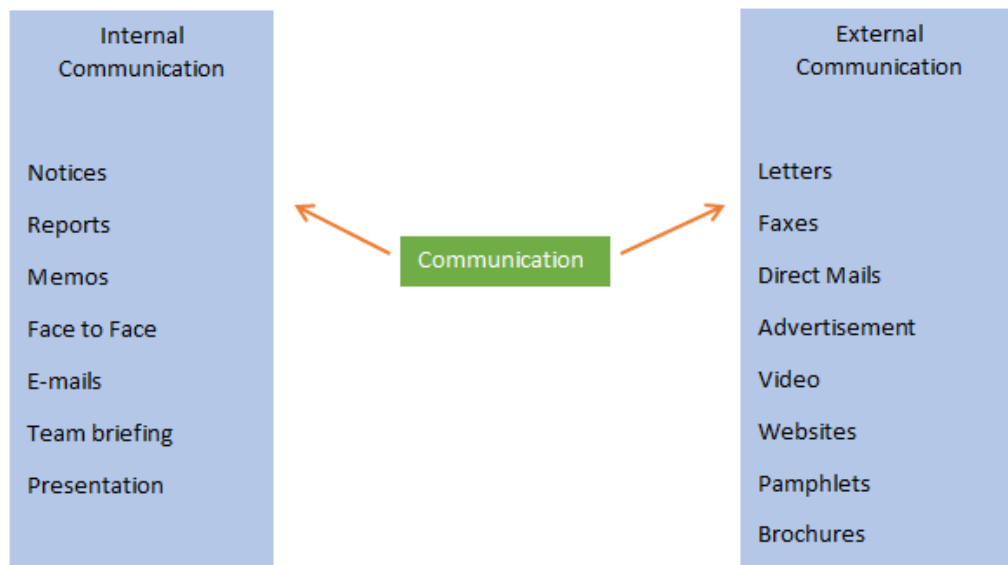
The drop shipping project is a project on the electronic platform. The products are then shipped directly to the consumer. This way, the seller doesn't have to handle the product directly. My role in this project is the **associate project manager and co-founder**. For effective communication, both internal and external, we address some outlines as the following:

- communication plan outlining stakeholders, as well as when and how to reach them, is essential.
- What are the Communications Tools
- Develop the needed messages
- Provide guiding principles for communication messages
- Communication Needs Assessment
- communication barriers
- communication activities
- Communication Delivery
- Quality of communications
- Communication Channels
- Communication Methods
- Timing of Communication
- Internal communication
- External communication

The first rule of communication is to know your stakeholders. So you can get the greatest return on the communication when you design your communications according to what the stakeholder group needs to know. As of this we divided the stakeholders to :



And speaking of the External and Internal communications we defined them as the following:



as we also defined the best methodology to address the communication in the best way and we will mention this at the methodology part. Most communication channels can be covered with using some basic formats, there's written hard copy (written or printed), or digital formats. The manner in which we communicate can be among a variety of methods. So In business, communications are often considered formal, informal, or even unofficial. Finally, there are different levels of richness, communications can be rich or minimal. Too many communication channels, The problem with attempting to manage and remain active on all possible communication channels is more often than not down to costs – well isn't everything? Some costs are associated with managing subscriptions to some channels for special features.

2. LITERATURE REVIEW

Many studies were done on this important key of any project because is the communication is the connections between two parts and it has to be an effective.

2.1 The database related to this concept that the normalization of the hierarchical organization it works to achieve the functional goals of work, communication and harmony with certain Individuals. And from the previous definitions, it can be said that administrative communication is the most important process an, The institution must thus facilitate its internal and external communication processes, in which the main purpose is achieving goals in less time and more effective. And the researcher has known The actual act of a substance or it refers to the transfer of impressions from the environment to the object, vice versa, or between an individual or another [1].

2.2 In this concept the transfer of impressions from one individual to another and neglecting the women-focused aspect of the researcher The behavioral or the meaning the sender gives to the receiver that results in a behavioral response. As for the recipient of the message, the recipient, the target audience: the recipient is the goal of the communication process. It may be a man, a woman, or a child. Or young or old, So men should communicate to know the characteristics of the future and even its nature. He is able to address him to gain his heart quickly and to adopt his communication goals that aim to change his information, And trends and behavior[2].

2.3 Response / feedback and reaction: the acceptance and rejection of the message is a yes to the message or no to the message The response may be fast, slow, or late, positive or negative, and it may be of the type of message. It is to diminish it, but it is the response that emanates from an understanding of the message content and purpose. The transmitter is the one that sorts the type of response and the medium. Impact: is the end result of communication, and information and future behavior trends are expressed in accordance with the goals of the dispatcher. Official contacts: They are the communication processes and methods that convey the viewpoint, desires, and instructions of higher levels to the lower levels, as well as conveying the reactions, demands and suggestions of the administrative and wealthy cadres at the lower levels to the decision-makers at the top levels. Informal Communications: This type of communication depends on the existence of human relationships between the elements of the different departments and between Individuals[3].

3. METHODOLOGY

The communication in this project takes an important space and we should apply the best methodology and tolerate the process to our project needs.

Inputs

1. Project charter
2. Project management plan
 - ✚ Resource management plan
 - ✚ Stakeholder engagement plan
3. Project documents
 - ✚ Requirements documentation
 - ✚ Stakeholder register
4. Enterprise environmental factors
5. Communication tools, Channels, Methods

In this we create an approach tools and techniques to support the inputs data like communication requirements analysis, Communication technology, Communication models, Communication methods, Interpersonal and team skills, Communication styles assessment, Political awareness, Cultural awareness, Data representation, Stakeholder engagement assessment matrix and Meetings or other communication ways.

Outputs

1. Communications management plan
2. Project management plan updates
 - ✚ Stakeholder engagement plan
3. Project documents updates
 - ✚ Project schedule
 - ✚ Stakeholder register

During the project implementation phase, project communication management can be the difference between a successful project and an unsuccessful project. Communications are implemented with the stakeholders identified in the Communications Management Plan, and any automated communications are implemented as necessary. The process of creating, distributing, and storing communications is an important part of project management, and it requires the ongoing attention of the project manager. Also monitoring the whole process is so important to evaluate the phases and the actions time to time.

4. RESULTS AND DISCUSSION

During the stages of implementing the communication processes, there were many obstacles that we faced, but we passed all these obstacles in order to reach the stage of success in the communication process. There are many lessons learned, the most important of which is two things. The first is when the planning process should have more information about the nature, background and relationships of all stakeholders, including the great impact because we found that the relationships of stakeholders between them have a great impact on each other. The second is when coordinating efforts between employees, you must analyze the ability of the worker himself to perform the task or not, because when you choose the work team, you must determine their skills and all their abilities above all. Regarding the methodology, it was very effective. Speaking of communication management in the upcoming projects, I will be much better because it will be the second electronic project in which I will manage the communication process.

5. REFERENCES

1. Mo'asam and others. The role of electronic administration in activating administrative communication. (2019).
2. Mo'asam, yasmima, Qanifa, inas. (2019). The role of electronic management in activating administrative communication.
3. Mo'asam and others. The role of electronic management in activating administrative communication. 2019.