



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Mohammed Ali Sulibi	اسم الطالب
Students I.D	2021200635	الرقم الجامعي

Section

Master

Date

Thursday

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Course Code

(PMG506)

Advanced Project Management

Instructions:

- ☐ يغلق الواجب يوم الإثنين ١ مارس في تمام الساعة ٩ مساءً.
- ☐ الواجب سؤال واحد مقالي من ٤ درجات.
- ☐ الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية تكون باللغة الإنجليزية.
- ☐ يرجى ضرورة التحويل إلى صيغة pdf بعد الانتهاء من الواجب ورفعته على المودل.

Instructor's Name:

Eng. Amaal Aburumman

Assignment (1)

You are employed as a supervisor at the local mail distribution center. The center wishes to develop a new staff recruitment and selection process, to be implemented within the next three months. You have been assigned the responsibility of project manager.

Your Task

Explain (130 to 150 words) how you as the project manager should plan, manage, and control communication, with the team members to achieve deliverables. Give reasons.

Best of luck..

الواجب الاول

تم توظيفك كموظف كمشرف في مركز توزيع البريد. يرغب المركز في تطوير عملية تعيين واختيار موظفين جدد ، ليتم تنفيذها في غضون الأشهر الثلاثة المقبلة. وقد تم تكليفك بمسؤولية مدير المشروع.

مهمتك هي:

- اشرح (من 130 إلى 150 كلمة) كيف يجب عليك كمدير للمشروع أن تخطط وتدير وتتحكم في التواصل مع أعضاء الفريق لتحقيق الإنجازات. اعط اسبابا.

....مع تمنياتي بالتوفيق

AS Project Manager for develop communication with team members to achieve deliverables in three months the process will be as following plan, manage, and control communication.

First, In planning Communication:

- The Project Manager will be forming the team members and assign tasks to each person.
- Create agenda for each team members and describe the scope for each task and time schedule, which help the team members understand their duties.
- Every team member will have weekly report to ensure he or she on the time of the schedule by using email.

Secondly, in manage communication we have five proceed which are

- Mediate the conflict, which help the team members to solve their disagreement and involved in a conflict to communicate more effectively, Also, it creates trust and a space of honest communication between team members.
- Arbitrate the conflict because it helps the project manager when one of the team member argue about the project until their have agreement.
- Control the conflict one of skills in conflict resolutions is the ability to stay calm and avoid raising voices who working through as issue.
- Accept the conflict if not effect the project.
- Eliminate the conflict from the tem members when the conflict effect the team and project.

Finally, control communication:

- Team member should stick to agenda during meeting.
- Each meeting should have a specific purpose and agenda.
- Ensure the team members met the outcomes with time and schedule.