



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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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

Project name: Recruitment and selection of new staff

Period: 3 months

Project Manager: Mohammed Abdullah Aldar

Recruitment process has usually its challenge in any organization, while its also a critical phase that leaves either positive or negative impressions on the new joining staffs.

I will start by planning for the project so we can deliver exactly as per the plan, in this phase we will take the opportunity also to discuss with the project team about all the tasks and so to make sure all are clear about them, and may be sharing their knowledge and expertise to enhance the outputs:

- 1- Setting start and end date in agreement with the management
- 2- Required manpower, and clearly identifying their roles
- 3- Set the guidelines that we will follow during the project including like policies, procedures, checklists, and escalation process in case of any deviation
- 4- Put clear outputs for each step (what are the inputs, who will work on them, time frame and outputs). Having Key Performance Indicators will make things clear for all the team
- 5- Reporting frequency “to update all concerned parties”. I will make sure that those reports will measure outcomes against the agreed KPIs along with timeframe.

Once the project starts, in this execution phase I will, make sure of controlling the flow of the project and interfere proactively in the right time:

- 1- Have follow up process implemented, so all involved parties will update the project status accordingly, that would be on daily, weekly, and monthly basis, as well if any important fact shall be updated

- 2- In case on any deviation from the plan (time, KPI, progress, resource...etc.) all in the project will be communicated with those updates as per their functions. This will make things clear and smoother for all the team and with right expectations. I will make the change in request as well in case required. So we will aim to have operational and financial targets as planned.
- 3- In case on deviation, we will also make sure that we apply the correct risk management action to prevent any unnecessary consequence on the company.

Conflict resolution is important to keep the project on track as well to assure of delivery of outputs. So as a project manager, I will make sure of good communication with all parties to understand any potential dispute and solve it as early as possible.