



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 الانجليزية.
- ☐ يرجى ضرورة التحويل إلى صيغة pdf بعد الانتهاء من الواجب ورفع 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..

Student's Action

- 1- Review existing inputs such as project charter, stakeholder register, EEF and OPA in order to identify constraints, assumptions, goals, stakeholder influences and other aspects.
- 2- Begin designing a communication plan by gathering, determining, and analyzing the information and communications needs of stakeholders.
- 3- Based on the requirements: communications infrastructure, required reports, gaudiness documents, methods and technologies for obtaining information, distribution structure and timely manner of those information will be decided and planned.
- 4- Once communication plan completed: Creating, collecting, distributing, storing, retrieving and the ultimate disposition of project information will be started as per plan.
- 5- Performance, progress, status reports as well as review meeting will help to monitor and control the project and take and required action (corrective, preventive).
- 6- Finally: clear goals, well defined project team roles and interdependencies, trust, cohesiveness, Enthusiasm, team motivation, and good communication and leadership , are all important elements of the achievement.