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Advanced Project Management

To achieve success and achievements in the project, I must do the following:

- Preparing a detailed work schedule for the project in addition to work plans
- Coordinating the internal resources of the project and coordinating with external parties and suppliers in order to ensure that the project runs fully without defects
- Develop a detailed plan for the project and follow up on the progress of work on it
- Predict the resources and resources needed to achieve the project objectives and manage the project resources In an effective manner that achieves its efficiency
- Assist in the process of introducing projects and determining the scope and objectives of each project
- Preparing project budgets according to the scope of work
- Tracking all project costs in order to ensure that the budget is properly covered
- Providing stakeholders with all project updates periodically and providing them with the necessary information about planning strategies and operations Administrative and adjustments made
- Organizing and managing contracts with suppliers
- Using the best techniques and administrative methods throughout the entire project implementation process
- Making necessary administrative adjustments as needed
- Preparing reports for the senior management department regarding project status
- Ensuring that all projects are delivered in a timely manner
- Verifying the availability of all project resources Necessary
- Measuring the effectiveness of project performance by using the necessary tools and techniques
- Managing public relations with clients and stakeholders
- Managing risks to reduce as much as possible the risks that projects are exposed to
- Preparing and maintaining complete documents describing projects
- Analyzing the achievement and achievement of short and long-term goals
- Attending meetings, conferences and training courses
- Ensure that all tasks assigned to employees are running efficiently and effectively