



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

Local Mail Distribution Centre. Project Plan

➤ Introduction

The local mail distribution Centre that will take place is located in Eastern Province of Saudi Arabia, Al Khobar city.

After the identification of the elements that will be followed. Now I will define, how the new staff recruitment and communication plan will be set, then how it will be implemented according to the time given **(3Months)** and I will also set up a clear process in this regard and how it should be done.

- **Recruitments plan:**

- 1- Analyze recruitment needs and skills gaps

Identify the post office hiring needs and where there are skills gaps your existing talent can't fill.

- 2- Create a hiring plan and recruitment calendar

analysis into practice and estimate how many people each department will need and approximately when they're needed.

- 3- Determine the requirements for each position

What are the characteristics and skills that you want job candidates to have? What will their daily responsibilities be? And their goals?

- 4- Conduct background and reference check

Conducting a background check as needed. This may not always be necessary, depending on company policies and the role you're hiring for.

- 5- Make an offer to the chosen candidate

define who will make the offer and further negotiate with the chosen candidate. By determining how this will go in advance, I can ensure a much smoother candidate experience.

- **Communication plan**

Which will include the following:

- 1- Goals

That give a clear vision and definition to key performance indicators, and how can they be accomplished through the communication plan. How to transfer knowledge between stakeholders.

- 2- Choose communication platforms

Deciding which communication platforms will be most effective to reach your target audience such as (Email, text etc,)

- 3- Create a timeline

Lay out exactly when you'll send communications to your mail office employees before, during and after the event. Each phase of the career fair should have an associated candidate communication, and each step may incorporate unique messaging, platforms and audiences.

- 4- Evaluate success

Post-event, review the goals you set and the progress you made to meet your objectives. If needed, refine your strategy for the next career fair to continue to work toward the goals you set out to achieve.

- **Once all this process is completed, the execution (manage) steps will be taken as follows;**

1. Discussion with the head departments of the company
2. Make an advertisement of the Job vacance will be made through the proper channels of the company.
3. Receiving applications of various candidates.
4. Selection process. (resumes reviews, shortlisting, interviews).
5. Training period for the selected candidates.
6. Probation period.

- **Control plan**

Once all the above-mentioned process are in place the control and manage plan of the required develop a new staff recruitment and selection will be set up clearly in order to help all the parties or team members to understand the required goals that needs to be achieved by the Project Manager.

