



Everyone's Smart University

Project (Spring 2021)

Student Name	Ali Yahya Ali Jabal	اسم الطالب
Students I.D	2021200967	الرقم الجامعي

Advanced project Management

Introduction: Project Management (in English: Project Management) is a discipline related to the organization and management of resources, such as human resources, in a way that enables the completion of the project with respect to its specific content and taking into account the factors of quality, timing and cost. The project here is a time-bound process or activity, that is, it has a start and end date, which is done once in order to provide a product or service with the aim of achieving a beneficial change or creating an added value. There is a difference between the project being a one-time temporary matter, and the administrative or operational processes that take place permanently or semi-permanently in order to provide the same product or service over and over again.

Previous studies: The study of “Faiq Muhammad Nayef Faiq Abu Safiya” entitled “Obstacles to Administrative Performance Facing Non-Governmental Organizations: Selected Organizations in Jordan”, 2000 AD, aimed at identifying the extent to which each type of these organizations is affected by these obstacles, as for the factors that hinder the administrative performance in organizations.

1. Define and describe the purpose, scope, and goals of the project. Display this information using an appropriate tool. Project management: Project management is one of the most important branches of modern management science in recent times, which is always developing. In the past decades, the use of project management science has increased, and this is due to the steady and rapid growth of projects, whether for governments or companies, and this is for the purpose of reaching goals.

The objectives of project management are not all the same, and every goal of any company is the desired results of the project. In general, the objectives of project management are (1) increase productivity (2) reduce costs (3) reduce expenses (4) complete the project on time (5) complete the project on the budget Decision (6) Implementation of all requirements such as quality (7) Satisfaction of the customer and the project team. Project management at the specified time is important, which is that the performance must be at a high level of control over the specified period of time as building an infrastructure for information systems where it is agreed on the start date and the end date on the specified day or build several bridges where several tasks intersect, but it is important that the performance process is stable and there Commitment to restrictions

and work must be in full swing as the project ends at the time agreed upon with the specified budget.

2. Describe how the team is being given an outline of the project.

Few people agree on project planning. Most of the time spent in the planning phase is often in order to reach agreement between people on the planning topic. I think people are very careful about planning, because it considers the articulation of many different tasks within an organization. And when the time comes to make fundamental decisions that affect people over months or years, everyone will be motivated to step in. There will also be renewed energy and enthusiasm as well as the fear that if appropriate action is not taken, the opportunities will be lost. The combination of all of the above makes it very easy for people to assume that their own point of view is most useful, or worse, that it is the only point of view in the world that deserves attention and use in the project planning process. "The most difficult part of building a software system is deciding what to build, and there is no other part of the business that is equally difficult in defining detailed technical requirements including interfaces for communication with customers, with hardware, with other software systems, or any other part. It will hinder the overall results if it contains any error, or it will be difficult to correct later; Thus the most important action a software system producer takes for a customer is the iterative revision and extraction of product requirements.

3. Describe the strategies that will be developed to maintain communication with team members. First: Building and maintaining trust No one denies the importance of trust and its effectiveness in building and managing a successful team. In fact, it is an essential component of the success of all relationships, be they personal or professional. When it comes to talking about confidence in the work environment, we find that it is divided into three main aspects: 1. Team members' confidence in their leader 2. The team leader has confidence in the team members 3. The confidence of the team members among themselves 4. Describe the tools that will be used to monitor goals, timeframes, or milestones.

1. The general plan of the project. It indicates the project plan, objectives, and requirements. It is the link or roadmap linking the goals to be achieved with the budget and resources allocated to achieve those goals.

2. Resources. It includes three aspects: human resources, financial, and equipment. Care should be taken that the resources allocated to the project are sufficient to complete it before the time of delivery and of the required quality.

3. Time. The scheduling of all tasks (some can overlap, and others should be completed in a specific chronological order) must be scheduled, with start and delivery times defined and project progress monitored.

5. Define project milestones and activities. Display this information using an appropriate tool

6. Create a budget and link costs to major project milestones. The process of determining the correct cost of the project during the planning stage acquires great importance, otherwise unexpected increases in expenditures may result during the implementation phase that make the project a failed investment that should have been avoided. The cost of any project consists of direct and indirect expenses. The direct expenses mainly include the resources needed by the project to carry out the work agreed upon, noting that these resources include the cost of human resources, equipment, materials and others. In addition, these expenses also include the costs of sub-contractors and other companies that have a direct role in implementing the project phases. As for indirect expenses, they include project management expenses, support services, project financing, administrative expenses, and others. To correctly and comprehensively calculate the direct expenses, the project manager should study the work plan that was developed in the previous episode and review the resource requirements according to the plan and the availability of these resources with the authority or the local market and the alternatives available to them. When calculating resource costs, the project manager must take into account any changes that may occur to these costs during the project implementation period due to inflation or otherwise. When calculating indirect expenses, the project manager must determine the size and cost of the work team required to manage the project, including salaries, compensation and administrative expenses. Likewise, the manager must make a decision about the equipment that the project may require, either by renting it, calculating the cost of that, or buying it and calculating the percentage of its consumption within the project costs, The matter that is done by using the accounting methods adopted by the authority or the

company executing the project. In addition, the project manager must determine the cost of financing, if needed, and the percentage of administrative expenses that the project will bear on behalf of the authority or company. While determining the cost of the project, all these direct and indirect expenses are linked to the activity they represent in the business plan. In other words, each activity in the plan will have a specific financial value that represents part of the total estimated cost of the project, so that the total cost of those activities equals the total estimated value of the project. It is logical for the project manager to assume that the total cost of the project that has been calculated contains many assumptions that may or may not be proven correct later. Therefore, the manager should add a ratio to that cost representing the reserve amount to be kept to cover the assumptions taken into consideration and which represent risks that may be exposed to the implementation of the project, such as fluctuations in prices, changes in some works due to lack of clarity, errors in calculating quantities, and determining Resources, and many more.

7. Describe how you will divide tasks and resources among the project team. Display this information using an appropriate tool.

The use of the employment structure: where all activities and disciplines are in one place, people who have the same skills and ideas come together, which increases the exchange of ideas and experiences among them. In this setting, jobs are specific and semi-routine, making the work environment stable. There is an emphasis on technical work and its quality because everyone knows what to do, who can help them with the tasks.

8. Briefly describe how progress will be monitored

Progress is monitored by observing the extent to which employees adhere to the agreed plan and the extent to which the work team communicates with each other

9. How are current project records kept? Who is responsible for this? Provide some recommendations on how to improve this process. Any records management site can be enabled in-place, and configured as a records management system. In this system type, unlike the Records Center, you can store records with active documents in a collaborative space. In-situ management allows you to control the content in collaborative

spaces. This enables specific documents (or blogs, wikis, web pages, and list items) to be declared in SharePoint as records. This system may prevent such records from being deleted or edited, if needed, according to the institution's definition of the type of record. Auditing, Retention, Expiration, Reporting, Workflows, eDiscovery, and Legal Hold are all the features you can use in a collaborative space while balancing the value in SharePoint for users with their need To direct information. Records can be declared manually, as part of a larger process in a workflow task, or as a scheduled part of document retention, such as after two years. The key to this is that when a record is announced, the content isn't moved to the archive - but it stays in place until users can still find and interact with it.

10. Description of the current procedure for completing projects. Create your own procedure and determine how to evaluate the success of the project.

Although there is rarely a definite completion date for the project, you will surely have completed the following necessary steps: Update and approval of all project documents. Agreeing to reassign team members when necessary. Issuing a progress report and submitting it to the project steering team.

Customer satisfaction. **11. Legislation that may affect the project, including health and safety, and anti-discrimination legislation.** The Ministry of Human Resources and Social Development issued a decision to adopt controls to protect against behavioral abuse in the work environment, which aim to safeguard the privacy, dignity and personal freedom of the individual. The decision aims to improve and develop the work environment, make it attractive to researchers and jobseekers, and preserve the rights of all male and female workers. The issuance of these controls has been referred to the labor system, the executive regulations of the labor system, the cabinet decision to combat the crime of harassment and some international conventions and global practices regarding the elimination of violence and harassment in the world of work. They have also been presented and revised through several workshops with specialists from various parties in the sector. The private. The decision touched on the definition and scope of the controls to protect against behavioral infringements, the general prevention and protection measures that the establishment must take, and what measures are necessary to enable the investigation committee into behavioral infringements that the establishment

must take in order to enhance the protection of workers. It also included several indicative models that help establishments, workers and workers to use them to facilitate the procedures for activating and implementing the provisions of this decision. What is meant by behavioral abuse (victimization) is all acts of abuse from one party to another, including all forms of exploitation, threats, harassment, extortion, temptation, quarrels, insults, insults, or the suggestion of shame or intentional being alone with the opposite sex or any form of Forms of discrimination, whether physical, verbal, or otherwise, whether due to gender, gender, or otherwise, that aim, lead, or are likely to lead to physical, psychological, sexual, or economic harm to the other party. The decision controls also cover every behavioral infringement between workers during or because of work, whether during or outside the official working hours.

Results: An indirect consequence of implementing project management is the existence of a knowledge management on the project that documents accomplishments, successes, as well as failures. This allows the system to learn and gain experience. It is important not to make the same mistakes twice. Managers use project reviews to look at what is going well, what has not done well, and what needs to be done differently in the next project. This results in a valuable set of documents that become a record of what should and should not be done in the future enabling the organization to learn from failures and successes. Without this learning, teams will often keep making the same mistakes over and over again. These replays are great documents to use in your project kickoff meeting.

References:

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