



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Mohammed Aljubara.....	اسم الطالب
Students I.D	2021202883.....	الرقم الجامعي

Section

Master

Date

Thursday

18 / 02 / 2021.

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

As a Project Manager it's very Important to focus on 3 main topics to manage your daily operation

- **Plan Communication Management:** You must select an appropriate approach and plan to lead and select the best suitable plan for your team based on requirements and capability. As a project Manager you have to determine the information and communication of stakeholder to plan it for your team to target and focus on it. Create a distribution structure what information goes to whom, when and how. Method of updating the communications management plans as the project progresses and develops. Define project team roles and clear the target.
- **Manage communication:** Managing project information among team and making sure that the process of distributing is well manage for all team members. Make sure each person to know what is his responsibilities. Run weekly meetings to make sure project progress and each task is accomplished. Develop the techniques or tools to manage communication effectively such as e-mail, Project Management software (Primavera) – document management systems.
- **Control Communication:** Make sure the process of monitoring and controlling communication along entire project life cycle to confirm the information needed of the project stakeholder are met. Develop better communication skills on your team members to avoid any gap through the whole project stages.