



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Course

Master

(PMG506)

Code

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Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-~~820~~ في تمام الساعة 9 مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- يتم تسليم المشروع في صيغة ملف . pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion ، وأخيراً المراجع References . وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط 12.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر 1.5 line spacing

• عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: ~~Eng. Amaal Aburumman~~ **Eng. Dr. Akram M. S. Ali**

Project:

You are required to document your role in administering a project. The project may be set in a business, social, sporting, or family environment but must be of a significant size and scale. If you do not have an actual project to write about you may complete the project hypothetically.

This report will be between three to six pages in length. This is a significant research project.

Your report must address ~~each~~ **ONE** of the following issues:

1. Identify and describe the purpose, scope, and objectives of the project. **Display this information using an appropriate tool.**
2. Describe how the team is given an outline of the project.
3. Describe the strategies that are going to be set up to maintain communication with the team members.
4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.
5. Identify project milestones and activities. **Display this information using an appropriate tool.**
6. Create a budget and link the costs to the key milestones for a project.
7. Describe how you are going to divide tasks and resources amongst a project team. **Display this information using an appropriate tool.**
8. Briefly describe how the progress will be monitored.
9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.
10. Describe the current procedure for finalizing projects. Create your own procedure and identify how you will evaluate the success of the project.
11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

Best of luck...

المشروع:

مطلوب منك توثيق دورك في إدارة مشروع. قد يتم تعيين المشروع في بيئة تجارية أو اجتماعية أو رياضية أو عائلية ولكن يجب أن يكون بحجم مناسب. إذا لم يكن لديك مشروع فعلي لتكتب عنه ، فيمكنك إكمال المشروع افتراضياً. ستكون هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك ~~كل~~ **احد** القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء موازنة وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Introduction

Construct is one of today's cannonading sectors that have a great influence on every country's economy. Any infrastructure or property constructed around us is carried out by segments of the construction industry. Whenever a single family home or residential facility is constructed with (usually) less than 3 or 4 units, it would most definitely be a commercial project rather than a housing project if you live on an apartment building.

I chose a construction project of a residential building of 4 floors and built on an area of 100 square meters, each floor consists of 2 apartments and this building is located in kingdom of Saudi Arabia. I happen to be the project manager of the construction of this building

Literature review

As every project, our construction project has scope of work and objectives, among them the Work to be completed on a project, how workers can accomplish the project, and who is in charge of the team to perform the various project activities. A structured workspace should be straightforward and concise, and easy enough to understand for a building manager or a worker. Each person involved in a construction project should be qualified to write a project workload.

Almost all of a company's activities could be defined as a project with specific characteristics and different levels of significance for the organization. A project is described as a planned undertaking of related activities to achieve a start and end objective. All projects address a particular problem, but projects can also be developed such that viable solutions to problems can be identified and defined. There are seven main project characteristics:

Objective: Each one has its own particular goal to achieve.

Schedule: time point to be fulfilled.

Complexity: Is the technology available to reach the project goals?

Task size and nature: action plan step by step.

Resources: Work, staff, services, supplies, materials...

Organization: the 'meshing' into the actual organization' of project needs.

Information and control systems: they must be designed to deal with challenges in the traditional authority lines (Prin. of Project Mgmt).

We are essentially responsible as project managers for the progress of a project; we plan, organize and monitor detail before it is completed. In the execution of the scheduled or organized work under client requirements, schedules, budgets and criteria, we also work with the organization and management of a team from design professionals, suppliers, contractors and other service providers.

It is a challenge to communicate on our projects! There are so many people we need to work with from the start before they are implemented and evaluated – they all tend to communicate with each other differently! Our communication also depends on the position we have in the project, on the phase of the project we are in and with. Regardless of your project position, you need to learn to connect efficiently in order to succeed. Communication modes or networks may include:

One-on-one meetings / informal talks for local people in the hall or in the café

Small meetings of company or department

Meetings of all staff

Lunch and lunch or meetings before or after hours

Internal website or portal specially developed for the project

Email

Technology of chat

Newsletters for the project

Virtual Meetings and Call/videoconferencing meeting

Project management is a difficult job with multiple complicated tasks. Fortunately, certain tools are also available to help you carry out the activities and monitor the tasks. Others use a software computer and some can be used manually. Project managers should use a tool for project management that fits their management style better. No tool meets all needs for project management. The PERT and Gantt Charts are the two most widely used project management techniques and are described as a program evaluation technique. These two techniques can be manually or with commercially developed project management applications.

Sometimes you already anticipate how much it will cost or how long it will take to begin a project. Below are other cost estimation methods and techniques:

Resource cost rate determination, Analysis of vendor bids: You can need to partner with an external contractor to complete the project. Study of resources: You need to spend some funds in excess of costs. Quality costs: you have to include in the total budget the expense of all your quality operations.

Each project must be completed and this is the final step of the project life cycle of the project. It's just about delivering on what you've promised. You ensure that all partners are pleased with everything you have said that they will be met, as well as all acceptance criteria. Your project will stop until this happens. Project document collection; the dissemination of documents to officially approve the product, program, or project; and the completion of the project are key activities of project completion. You will need to examine project documents as project manager to make sure they are current. For instance, maybe such demands for scope adjustment were made that altered some of the finished product's characteristics.

The strategies for project management applicable to the project process closing include:

The project is closed. In this stage, the completion of the project is necessary to inform all parties. Furthermore, all project documentation and documents should be finalized in order to carry out the final project analysis.

Reviews of the post-project: This is done to assess project deliverables' strengths and disadvantages, the processes used to produce them and the project management mechanism.

Closing the deal with the customer: The final activity is to ensure that the proposal fulfills its contractual terms.

Health and safety regulations extend to all industries, not just construction, but also certain additional legislation you need to hear about in construction. Consider the rules, regulations and legislation on health and safety applicable to the construction industry with high risks. The list of primary regulations applicable to health and safety in construction projects is given in the following:

The Health and Safety Act at Work Etc. – not necessarily as a regulation, but the act that establishes basic safety and health regulations.

The Construction (Design and Management) Regulations – CDM – refer to all projects regardless of their size or location.

Every workplace requires first aid, but since construction is more risky, the criteria for first aid are higher, too.

The works regulations on electricity - construction work is used for the installation, maintenance and updating of electrical equipment. And for that there are a number of rules.

The Gas Safety Regulations – you need to know about gas safety if you are operating on gas. This is the law.

The Health Control Legislation on chemicals hazardous – not all hazardous material is regulated by its own rules. In this package of regulations, known as COSHH, certain hazardous substances are included.

The Regulations for the Supply of Machinery – machinery supplied in the UK must satisfy health and safety standards and, if appropriate, an authorized authority must review them. These rules also apply to CE markings.

Ionizing Radiation Regulations - Constructors from both the normal (soil radon) and man-made sources may be subject to ionizing radiation (industrial radiography, work at power plants etc).

Methodology

This information was collected according to analysis and descriptive approach along with a questionnaire that included project managers who are specialized and experienced. We collected the data from books and references about construction projects and construction management and also websites.

Discussion and results

As we showed previously, we have chosen construction project of a residential building and I happened to be the project manager who is responsible for delivering the building at its most perfect outcome. We discussed the communication in the project and how the estimation of the cost is done. Also, we showed the ways to monitor the progress and the steps of the projects by some charts and PERT. At the end, we explained the finalization of the project the safety measured that must be taken into consideration and implemented in workplace to maintain health and safety of each member of the working staff.

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