



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

Thursday

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Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة ٩ 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

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 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. سيتمكنون هذا التقرير من ثلاث إلى ست صفحات .

يجب أن يعالج تقريرك كل من 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 ميزانية 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..

The strategies of communication with the team members

Introduction:

My project is selling natural hair extensions, via a website.

I am the owner and the manager for the project. I have passion for hair and beauty.

I have already taken courses accredited in the UAE and Saudi Arabia regarding methods of matters related to the hair extensions, whether it is tape, laser keratin...etc.....

I have also learned how to care for hair and styling it.

After researching the types of hair, and after I tried the hair extension by myself in different countries including Riyadh, Jeddah, Dubai, Bahrain, London and Paris. I decided to start my project and to hire a working team to provide the services to the fullest.

The purpose of the project is providing a product and service with high specifications and affordable prices, super thick natural looking hair extensions of the highest quality, instant length, and volume.

“The tragedy of life doesn't lie in not reaching your goal. The tragedy lies in having no goals to reach” Benjamin Mays(1)

Knowing the importance of the team to the success of the project, I chose to search for the strategies that are going to be set up to maintain communication with the team members.

“Teamwork is the ability to work together toward a common vision, the ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.”- Andrew Carnegie (2)

“No matter how brilliant your mind or strategy, if you are playing a solo game, you will always lose out to a team” Reid Hoffman (3)

Current Stage of the project:

Planning phase

I have adopted the following pointers as my criteria for leading my team:

1. Promoting Creativity by allowing my team to experiment with new ideas.
2. Conflict-Resolution Skills
3. Builds Trust
4. Brings Together Diverse Strengths
5. Increases Accountability
6. Teamwork Increases Project Momentum
7. Getting Feedback from clients and team members
8. Using Everyone's Skills

The goal of using the above approach is to have:

An Effective Project Team to achieve the growth target of 20% of the Riyadh market share.

Literature review:

- “All forms of communication should be encouraged but some methods will be more *effective* for certain projects. However, you can easily increase communication across the workplace by implementing some simple strategies, including:
 - open door policy ***by having an open space office.***
 - learning to give effective feedback

- clarifying roles and responsibilities ***through clear job descriptions.***
 - offering effective training ***in different disciplines such as marketing using accredited online and local training centers.***
 - building the team spirit with social and sporting events
 - set tea/coffee times
 - and making good use of cloud-based work collaboration software.” Mattias Le Cren (4)
- As the leader of an organization, group, or project, one of my top jobs is to inspire my team through a variety of targeted communications, including live expressions, emails, videos, chats, social media posts, and presentations. These communication opportunities are critical. According to leadership expert and former CEO Douglas Conant “Even a brief interaction can change the way people think about themselves, their leaders, and the future” - Joel Schwartzberg (5)

Methodology:

TEAM SELECTION CRITERIA

skill	Skill level required for job	Experience level req'd for job	Education level req'd for job	Team member
Customer service	1. Effective communication	6M-1 year	High school	Norah, Maha
Quality	2. Quick thinking 3. Conflict resolution	Two years	High school /Diploma	Joud
	1. Effective interaction			

Data analyses	with other departments/suppliers 2. Effective use of data analysis tools	1 year	Diploma /bachelor's Degree	Manar
Graphic design	1. Microsoft Excel 2. Critical Thinking 3. Communication 1.Creativity 2. Delivering Presentations	6 M - 1 Year	High school / Diploma	shooq

COMMUNICATION PLAN:

Communication type	Objective of communication	medium	frequency	deliverable
Kick meeting	Introduce the project team and the project review project objective and management approach to achieve 20% Riyadh Market Share	Face to face	once	-agenda meeting -minutes

Project team meeting	Review status of the project with the team	Face to face Conference call	weekly	-agenda meeting -minutes -project schedule
Monthly project status meetings	Report on the status of the project to management	Face to face Conference call	Monthly	-slide update -project schedule
Project status reports	a. Report the status of the project including activities b. Progress cost and issues	Email	Monthly	-project status report -project schedule
Feedback with individual meeting	a. Review competency levels b. Request feedback	Face to face	Weekly	Agenda meeting
Feedback with team meeting	a. Hitting goals. b. Overall team performance. c. Individual performance.	Face to face Conference call	Monthly	Agenda meeting

Summary and Discussion:

Throughout the phase of my project, I have adopted an approach that would ensure an open space office to allow the two way communication between all team members including myself. This was derived along other parts of my approach from the Mattias Le Cren “8 simple and effective ways to improve team communication” with the goal to reflect the positive communication on the performance of the team and eventually the project.

I have noted that my approach has ensured the buildup of creativity allowing the business to obtain creative advantages in a very competitive market. An example would be the special tape manufactured for us that adopts to the different usages of my customers which prolonged the functionality of it. This was an idea developed by a member of the team.

Another important result from using the mentioned approach is the build of trust between the team members through open communication. This has resulted in an incredibly positive working environment allowing for excitement and productivity within my team.

I am glad that I have used this approach with the team and has seen an increase in the performance of the business towards achieving our goal of having a market share of 20%.

Reference:

- (1) Benjamin Mays
- (2) Andrew Carnegie – Business Magnate and philanthropist.
- (3) Reid Hoffman – American Entrepreneur and Author
- (4) 8 simple and effective ways to improve team communication by Mattias Le Cren – April 18th,2016
- (5) Find the right words to inspire your team-by Joel Schwartzberg – April 13, 2021

