



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section	Course	Code	Date
Master		Thursday	18 / 03 / 2021.
(PMG506)			

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة 9 مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الإنجليزية.
- 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. سيتمكن 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..

First, I would like to thanks Dr. Akram for support and guidance in Advanced project Management course. In this research a will staudy point number 1 (Identify and describe the purpose, scope, and objectives of the project. Display this information using an appropriate tool.) In Saudi Drug Registration project.

Answer

Introduction

Health in the Kingdom of Saudi Arabia aims to provide comprehensive health care for all people in an accessible manner, for reaching this goal the ministry of health and Saudi drug and food authority run a lot of projects, The (Saudi Drug Registration project) is one of that projects, I've managed and lead this project as project manager, at the beginning need to identify and describe the purpose, scope, and objectives clearly with stakeholders that will guide at the end the project to success.

Literature Review

Take action to know why you are doing this project (purpose), what you expect to accomplish (objectives), and the limitations of the project (scope), these keys once well-defined will keep the project focused and get work done.

- **Purpose of project**

Getting all the Stakeholders on the same page is not an easy work, but starting with a business case and benefits management plan will be able to develop a purpose statement -including problem and mission statements in a specific and precise, concise, clear, and goal-oriented way- to summarizes the project goals that will help stakeholders to reach an agreement before the project is initiated and flows into the project charter and assumption log (*Appendix:1*).

- **Objectives of project**

Defining project purposes have been completed, now is a good time to move forward and state project objectives, Objectives should be **SMART** to be achievable

(Specific: clearly stated, **Measurable**: metrics exist, **Attainable**: is realistic, **Relevant**: fits the organization's strategic, **Time-based**: without target dates are merely dreams).

- **Scope of project**

Project charter is approved including project's purposes and objectives, So the project manager gets green-light to start project activities and process, define scope is a process in project scope management aims to develop a "detailed description of the project and product" (*Appendix:2*) to produce a Project Scope Statement that will explain what included (in scope) or excluded (out of scope) of the project and have elements like (Deliverables, Milestones, Requirements, Assumptions, constraints, Risks..).

Methodology

- Defining Purpose statement of Saudi Drug Registration project:

Information have: Business case

Tools used: Information system, Networking, Stakeholder analysis, Conflict management, Multicriteria decision analysis, Meeting.

By using above information and tools finalized the Purpose statement of Saudi Drug Registration project: (The Saudi Drug Registration (SDR) System Is an electronic system which aims to **facilitate** the registration of medicinal, herbal and health products for both Human & Veterinary use)

- Defining Objectives of Saudi Drug Registration project:

Information have: Purpose statement, business case, Strategy plan of Saudi drug and food authority.

Tools used: Expert judgment, Focus groups, SWOT analysis, Information system, Stakeholder engagement assessment matrix, Multicriteria decision analysis, Meeting.

By using above information and tools we come up with 4th objectives of Saudi Drug Registration project inherit from one goal (**facilitate**):

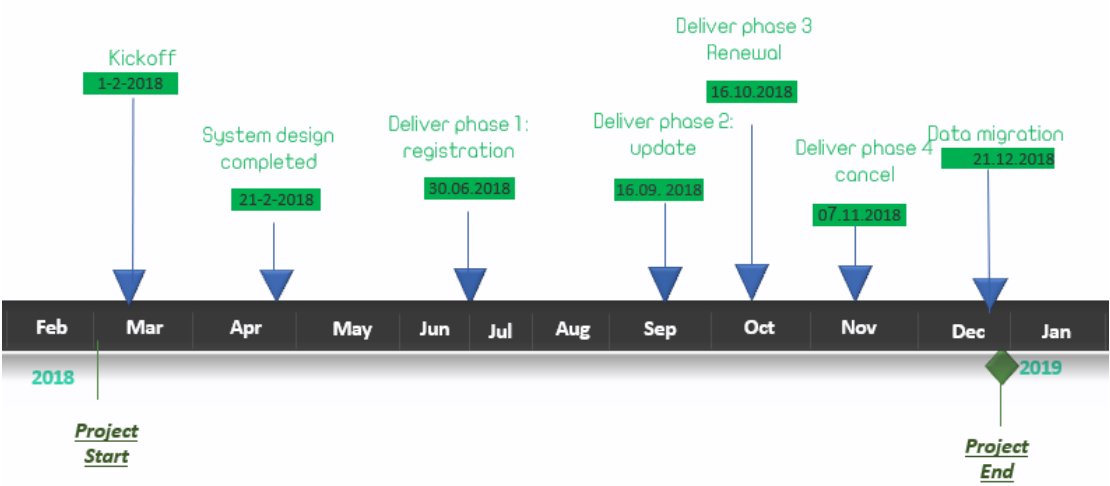
- Upload and validate huge and bag medical files electronically.
- Issue certificates electronically.
- Register various types of pharmaceutical products.
- Receive alerts through the system to all system actors.

- Defining scope of Saudi Drug Registration project:

Information have: Project charter, Project management plan, Project documents, standards of Saudi drug registration, database of lessons learned, project templates.

Tools used: Expert judgment, Data analysis, Decision making, Interpersonal and team skills, Product analysis.

By using above information and tools, the scope was defined as below:

Project Name	Saudi Drug Registration (eSdr)
Organization	Saudi Drug and Food Authority
Version	V.2.3
Date	23-3-2018
Deliverables	- Electronic system with list of below features (eSdr Software). - Prepare system infrastructure to run system (eSdr Hardware).
Milestones	 Kickoff 1-2-2018 System design completed 21-2-2018 Deliver phase 1: registration 30-06-2018 Deliver phase 2: update 16-09-2018 Deliver phase 3: Renewal 16-10-2018 Deliver phase 4: cancel 07-11-2018 Data migration 21-12-2018 Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan 2018 2019 Project Start Project End
Requirements	Function requirements: - End users: Login, submit request 4type of request (New- update – renewal –cancel), view request status, Upload and validate large file include Drug descriptions, replay on SFDA inquiries, submit certificate request, print Drug registration certificate. - SFDA team: Login, process End user requests, raise inquiries to end user in five waves, view and add comments on Drug file,11 performance reports, 1 dashboard.

	• 8 services with 64 CPU. • 2 switches. • 2 environments (Test -production) Non function requirements: • Availability: High available 24/7/365 • Usability: No more 2 working day for new user to know how to use system. • Apply a high level of data and system security.
Assumptions	• Develop system on cloud secure environment. • Old Database designed in clear structure and ready to data migration. • No changes on current business process of Drug registration and will still as is two years minimum.
Constraints	• The first phase should deliver on 6 Minth. • Using SFDA user management system to access eSDR.
Risks	• Stole drug details file. • Change Drug registration policy and procedures. • IT infrastructure failures • Technical failures
Acceptance criteria	User Acceptances Test (UAT). Quality control reports including bugs fixing.
scope description	In scope: • Develop IT software to receive, process, and issue certificate of Drug registration requests. • Upload maximum 20 GB for any request. • Data Migration from only one database. Out of scope: • Support for any system integrated with eSDR. • Data Migration from any sources except Old system database.

Results and Discussion

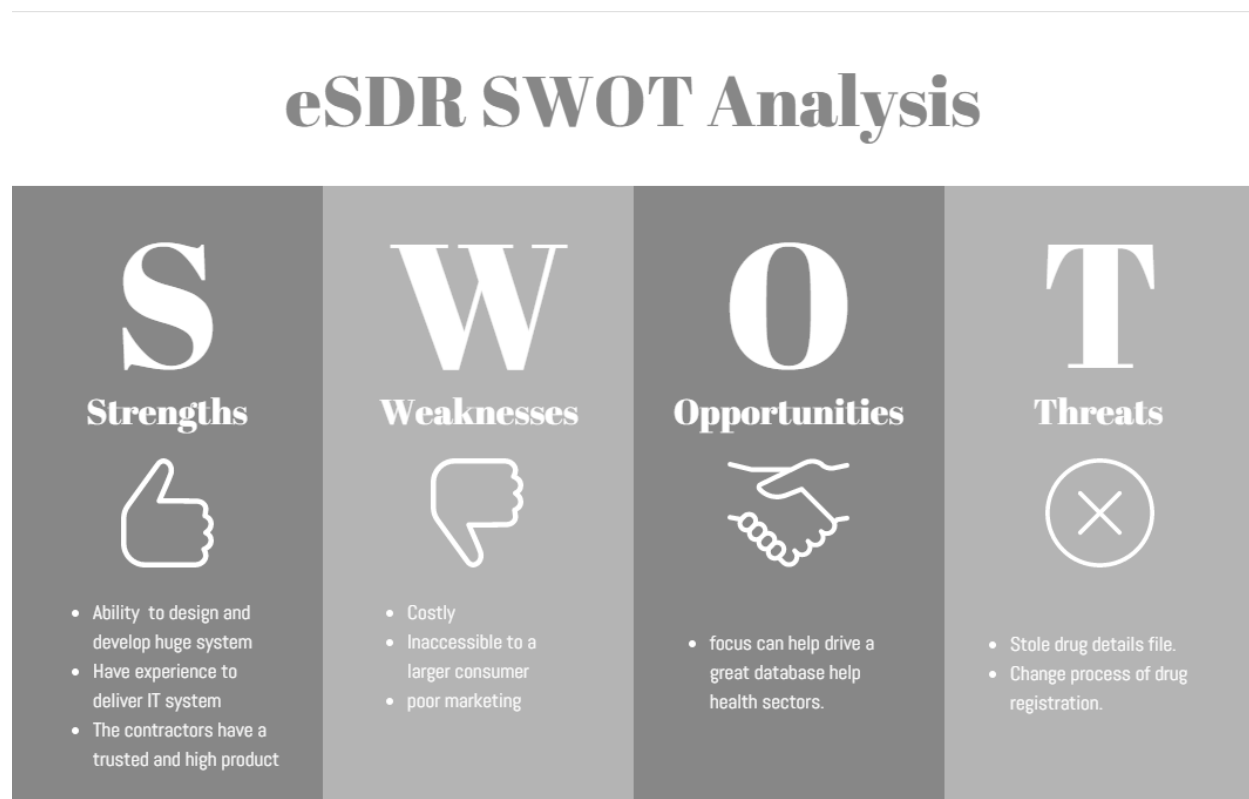
Defining purpose statement of Saudi Drug Registration project went through many challenges to reach all stakeholders agreement, it's a new idea and there's very little information and no competitors in this market. Using business case and some information from SFDA information system was starting point to prepare a draft of a purpose statement, in that time conflict began to appear on project goals which have to controlled this conflict in order to come up with an agreement, by using stakeholders analysis we collected their interest and analyzed them to one main goal in one word (facilitate), during all the next meetings this the word has been written on whiteboard and with initial agreement with all stakeholder we have to avoid discussion of any sub-

goal not inherit from this goal, After back and forth discussion individually and within group finally the purpose statement set and gain stakeholders agreement:

Conclusion:

- Stakeholder analysis used to help keep focusing on Interests.
- Conflict management:
 - Collaboration style used in initial agreement with all stakeholder to use (facilitate) as main goal.
 - Avoiding style used to avoid any sub-goals do not inherit main goals.
- Meeting with Multicriteria decision analysis tools used to facilitate discussion among stakeholders to make a final decision on purpose statement.

Defining objectives of Saudi Drug Registration project inherited from the main goal which was one goal keep focusing how to facilitate user experience journey on drug registration, from a lot of objective we choose the above 4th objectives base on below SWOT analysis



Conclusion:

- Using SWOT analysis help with other tools like focus groups, meeting, and expert judgment to write Saudi Drug Registration (eSdr)'s objectives.
- Both purpose statement and objectives flow into the project charter.

Defining scope of Saudi Drug Registration project has technical and business elements which both have to be consider well and document clearly to meet stakeholders' expectations at end as well to set measurable acceptance criteria, the scope statement above take a time to be finalized with business and technical teams using lessons learned of the past projects and data analysis allowed us to reused many technical tools and avoided causes of the past projects failure especially when write-down and approved the out of scope part in scope statement.

Conclusion:

- Using Project charter, standards of Saudi drug registration, lessons learned of past projects and project templates to define scope of eSDR project with guidance from expert in technical and health sector have a good skills to analyzed data and make decision in what should be include or exclude in project scope.

References

- Pmbok 6th edition.
- Advanced project Management course slides.

Appendices:

1	4.1 Develop Project Charter .1 Inputs .1 Business documents .2 Agreements .3 Enterprise environmental factors .4 Organizational process assets .2 Tools & Techniques .1 Expert judgment .2 Data gathering .3 Interpersonal and team skills .4 Meetings .3 Outputs .1 Project charter .2 Assumption log
2	5.3 Define Scope —The process of developing a detailed description of the project and product.