



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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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 الانجليزية.
- ☐ يرجى ضرورة التحويل إلى صيغة pdf بعد الانتهاء من الواجب ورفع على المودل.

Instructor's Name:

Eng. Amaal Aburumman

Communication is really important in a project since 80% of project manager time spent on communication therefore, highly effective communicator is more likely to deliver project on time and within the budget.

However, as I am project manager in post office, first step I will set a meeting with high management to collect and document all information regarding to their needs and requirements for improving a new staff recruitment and selection process.

After that, share all these information with all my team members via meeting to explain in details and email to be reference.

In the meeting I will distribute tasks to team member with deadline. Also I should receive progress report at the end of the week to make sure the objectives are clear to each employee and following timeline.

By receiving the progress report I will be able to control the project and share it with upper management.