



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

Thursday

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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..

Assignment (1) – Solution

Communication is a vital element of a well-managed project. There are two main groups of people with whom the project manager needs to ensure clear and effective communication, the stakeholders and the project team. Every project will be sponsored by a part of the business with a stake in the outcome. They will likely be represented on the project board, which sets the objectives for the project and monitors progress over time. The project board will include others with a stake in the outcome, for example, those who will need to implement the project outcomes and those who will need to supply resource once the project outcomes have been met. All of these stakeholders will need regular updates, and it is imperative that communication with them is regular, clear and complete.

As a project manager, I need to know how can I move my messages to and from the team as a supervisor. Supervisor (sender) send the message to the team via company intranet (medium) using the computer email (encoder) and the team (receiver) will use their computer (decoder). The team could misunderstand the message they will result in unexpected feedback. This can be solved by applying effective communication steps through planning, managing and controlling the communication with the team.

Based on stakeholder analysis, I should as project manager determine the communications that are needed with the team. There is no advantage of supplying stakeholders with information that isn't needed or desired, and the time spent creating and delivering such information is a waste of resources. In our case, it is required to hire new staff which they should have the right capabilities and skills to perform the desired outcome timely.

Then, I should create the procedures and protocol that allow us to collect the required CVs of the candidates, distribute them within the interview panel and be able to store then retrieve the data after initial selection is completed.

Finally, and in order to completed the cycle, there should be monitoring stage which is done usually by human resource business partner who can paly as a cold eye to control the communication process towards integrity and to avoid and illegal biases during the candidate's selection.

The project manager is required to ensure that everyone is clear about what he or she must achieve and he or she also needs to clearly report on progress to the project board and/or project sponsors. Communication is the key for success for any project!

References

Rajkumar, S. (2010). Art of communication in project management. Paper presented at PMI® Research Conference: Defining the Future of Project Management, Washington, DC. Newtown Square, PA: Project Management Institute.

Kliem, R. L. (2008). Effective communications for project management. Boca Raton, FL: Auerbach Publication