



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment- 1 (Spring 2021)

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Section

Date

Course Code

Bachelor

18 / 02 / 2021

(MGM111)

Principle of management

Instructions:

يجب حل الواجب و تعبئته في هذا النموذج وتحويله الي PDF ورفعہ مره اخري للتقيم.
الحل باللغة العربية او الانجليزية.

Instructor's Name: DR. MAGDY ALHAJ

(Discuss the retaliation ship between Functions
of Management and function of project)

(ناقش العلاقة بين وظائف الادارة ووظائف المشروع)

First - Functions of Management

➤ **Planning:**

Planning is one of the most basic functions of management, and this function is related to defining the goals and objectives of the project, so it represents the process of making decisions related to the future.

➤ **Organization:**

Organizing as a basic function of management, which aims to exclude everything that hinders human solidarity to achieve the objectives of the project, and after that the required work is determined and then entrusted to employees and administrators, each according to his powers and authorities that are assigned to him, and the relationship between heads and subordinates, whether horizontal relationship or relationship Vertical link between them in order to facilitate and coordinate efforts between them.

➤ **Training and development of administrative competencies:**

Knowing the objectives of the project and what qualifications must be received by the employees or the works entrusted to them and applying the saying "the right man in the right place" and the manager must study the situation of the employees, develop their competencies and train them on modern means in order to obtain a high quality of work.

➤ **Direction:**

This function is one of the functions of management with guidance and follow-up, but it becomes familiar to direct employees in their implementation, as it is represented by the following:

- Contact, to give administrators directions or instructions for performing a specific job and identifying the problems they face.
- Leadership, with intelligence and a spirit of innovation, and initiative between management and employees to achieve the goals of the organization as it relates to setting a good example for administrators and adopting effective leadership methods.
- Motivation, by identifying the motives that drive employees to work, knowing their needs and raising their morale.

➤ **Monitoring and performance evaluation:**

Monitoring is related to ensuring that the results achieved are with the goals that were previously planned, and assessing whether there are obstacles encountered during implementation and whether they were addressed by removing them or by converting the plans themselves to suit all surrounding circumstances, and thus it can be said that the control process includes four steps:

- Determining regulatory standards.

- Actual performance measurement.
- Evaluate this performance and know the deviations and their causes.
- Performance correction.

Second - Function of Project:

The project's functions are centered around three basic axes (production - marketing - financing) in addition to several sub-functions such as (procurement - warehouse - public relations ... etc.), and each of these jobs is divided into two types of activity:

- ❖ Activity specialized technician.
- ❖ Administrative activity.

Each project function necessarily requires the use of technical activity and Administrative activity.