



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

Thursday

18 / 03 / 2021.

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..

1. Introduction

In my organization we have more than one type of project. Such as Creation of new production building which considered as a huge project since it includes infrastructure, constructing the building and its facilities and to providing the production lines machines. Purchasing production line considered a subproject for the main project (production building). Part of the sub project must done in place with the following steps:

- a) unpacking the machine(the machine must be checked and ensure that it has arrived with no affect neither damage)
- b) transferring to the building(because of the difficulty of some machines or equipment location, it needs to ensure that it will arrive safely. Sometimes, it required to be placed before the construction phase closed)
- c) Installation of machines(it comprises installing the machine, connecting the cables and hoses as referred in the drawings and wiring diagrams)
- d) I Q, Installation Qualification (the quality of connection for each part, cable, tube and hose must be checked and tested and each signal transformation must tested, too.)
- e) O Q, Operation Qualification (the activation and operation of every function required to be tasted)
- f) Calibration test (measurement sensors whether for quantity, volume, speed or pressure)
- g) Testing of operation (machine need to be kept running for a while with no load under monitor)
- h) Trial run with placebo
- i) Training for operation and maintenance
- j) Handing off the line to production management

I used to be a coordinator and auditor for two subprojects of revamping project at the same time. The first subproject is upgrading of production line and the second one is adding new line. My responsibility started by the execution phase. Since, I have to be in contact with implementation teams and their head, whether the contact in place or by other communication channels, to facilitate achieving the planned and expected in a timely manner. And I had to report the status and progress of the project to PM, it was twice a week or sometime more if needed. Because, the lack of auditing and monitoring tools in the early phase, the deadline was about to be pushed out. For instance, There were missed documents, parts and damaged parts those took time to be available in place. Luckily, the scheduled time helped us since it was long enough to cover the occurred events.

2. Literature review

There are a lot of tools/means for monitoring progress of project, according to (Patrick O'malley) there are four main types of monitoring that each PM should focus on:

a. Schedule monitoring

Since, the tasks plan and estimated duration are ready, the PM should be to report on whether the project is on track or not. So, PM needs to ask his/her team members:

- Which task they are currently working on?
- How much time have been spent?
- How much time are left to complete?

The gotten information compared to the expected completion to know whether the expectation meet reality or not. While the project manager compares tasks, stakeholder will focus on overall project schedule and delivered milestones.

This is where a **Gantt** chart can be particularly helpful. Also, there are many software tools show percentage of task completion using horizontal bar.

b. Change monitoring

This type shows how you can monitor actual task completion versus expected. But what if there are new or additional legal or client requirements, the PM typically pushes back against a change of scope, list of outcomes, deliverables, tasks, plans and new sign-offs. If the change requires additional tasks, the PM will investigate how they can be done while keeping milestone commitments.

c. Quality monitoring

To ensure that the product is performed as expected, the deliverables need to be tested frequently during the execution of each task not at the end by quality assurance members.

d. Cost monitoring

At each milestone, the project need to be reported whether it still within the assigned budget.

3. Methodology

At the beginning, I briefly talked about the type of project that our company has and then I moved on a previous experiment that personally I've faced on my company. I realized that there was lack monitoring on that project caused to compression the schedule, stress the team members and increased uncertainty of delivering the project on time with budget to specification. So, I searched about the how of **monitoring progress**. I found diversity of tools for monitoring and tracking such as Gantt chart, bar chart and many of software for monitoring.

4. Result and discussion

Using the traditional type of monitoring progress leads to increase the difficulty of tracking and measuring performance and progress of the project. Besides that,

the uncertainty increases and the team members will be stressful in result of unclear and random road map.

On the other hands, using project management monitoring approach makes it much easier for PM to track and monitor project progress and more accurate.

And, it increases the certainty of delivering the project product. It is not only help project manager but stakeholders too, to see how the project is progressing.

Moving back to my project, easily we can perceive how much the difference if we had applied the project management tracking and monitoring methods.

5. References

- 1- Patrick O'malley