



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

## Everyone's Smart University

### Project (Spring 2021)

|              |                   |               |
|--------------|-------------------|---------------|
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|---------|----------------|----------|-------------|
| Section | Date           | Day      | Course Code |
| Master  | 8 / 05 / 2021. | Saturday | (PMG511)    |

## Advanced project Management

- اخر موعد للتسليم هو يوم الخميس 2021-05-08 في تمام الساعة 9 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~~ **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. سيتكون هذا التقرير من ثلاث إلى ست صفحات .

يجب أن يعالج تقريرك كل من **احد** القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططًا تفصيليًا 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.

**Effective Communication strategies among Elegant Sport's team members**

## **Introduction**

No one can deny the value of team building in the workplace, but they need to keep the team together and cultivate an atmosphere where it can continue to develop is sometimes ignored. Creating a productive workplace team is so important, group contact is critical to a team's progress, all successful organizations must realize the value of it. Effective team coordination fosters a shared mission among team members, allowing them to achieve their objectives. Frequent, pleasant contact may aid in the development of a sense of belonging among team members as well as the strengthening of relationships. Organizational success is guided by group coordination, as effective team leaders understand. Employees will be more likely to seek assistance where they need it as they accept the expectations for their jobs, and the staff will become more capable as a result. Strong community contact will lead to understanding, and understanding will lead to strong team relationships. Strong group communication will create understanding and that understanding will create powerful relationships within a team. When it comes to achieving targets, effective communication is critical. The project leader outlines project goals to all team members, and work is distributed equally based on each person's skills and qualifications. This means that no one needs to be in charge of or capable of doing anything. One individual excels at customer service, another excels at presentation, and still, another excels at organizing electronic records. These points become obvious with clear contact, meaning timelines are less difficult and goals are easily reached and surpassed. So, the researcher aimed to show the effective strategies in communication among the team.

## **Literature Review**

Husain (2013) presented a change communication model that describes various variables that facilitate efficient communication and, ultimately, ensure organisational change effectiveness. It also emphasises the facets of collaboration that have been seen to be beneficial for good business transition. It will be useful for professionals and academics looking to enhance their leadership abilities and inspire employees to achieve better outcomes.

Communication's strategy in organisations during transition is critical for effective change management. Employees are the most important cause of transformation in organisations. Organizations must resolve staff concerns and challenges to motivate them to make the desired shift. For workers to feel their obligations, job insecurity should be reduced and a sense of community should be developed. The need for reform, as well as its benefits, would inspire employees to invest in and carry out the change strategy.

Kibe (2014) concluded that communication techniques are popular in the corporate community, where they are detailed in a business strategy as to how to deal with multiple types of individuals, such as customers, partners, rivals, or staff. Any businesses also have internal relations plan to decide what information to communicate with customers or partners and how the information can be communicated. According to the findings, for any organisational output to be successful. At any level of the organisation, an open collaboration atmosphere is one in which all employees are free to exchange input, suggestions, and even criticism. successfully involve staff in discussions about their jobs, thoughts, and viewpoints on topics relating to goods, facilities, consumers, and the market climate inclusiveness that produces results.

Shannon (2018) researched effective organisational management communication strategies. The company that took part in this study had a formal employee communication policy in place, which allowed supervisors with direct reporting to follow it and made employee engagement a top priority to retain a competitive edge and efficiency. Coaching workers, inspiration, and continuity were three topics that founded in the study. I compared the results of this analysis to previous research on motivation and employee participation. Employees who are inspired are often committed and expend efforts to maximise morale and achieve corporate targets, according to the results of this study.

Luthra & Dahiya (2015) confirmed that good leadership communication is the result of effective communication and leadership working together. A leader

cannot be a successful leader unless he is a good communicator and can use his power to persuade others to join him. He'll need to know a lot to be able to share the information with those at work. Must be able to inspire a team to do what seems to others to be difficult. A leader who communicates well with his or her staff becomes more successful. These understandings instil a sense of faith in staff in the leader and each other, allowing them to collaborate more effectively, further reinforcing friendly relationships with co-workers and fostering a positive work environment. They are inspired and excited to work even harder because they are in such a fine, safe, optimistic, and congenial atmosphere. Because of their commitment to their job, they can meet their goals more efficiently, resulting in increased efficiency. The author has proposed a philosophical model of successful leadership contact based on this conclusion.

Depending on the previous studies, the researcher aimed to outline effective communication strategies and their importance.

### **Methodology**

The focus of the research is to show effective communication among Elegant Sport's team. The researcher depends on previous studies, administration and commercial books. To extract qualitative data, the study used a questionnaire and interpreted the findings. To conclude the most significant strategies of communication among teamwork.

### **Results and Discussion**

The data showed that employees, according to Husain (2013), are the most critical cause of organisational change. Kibe (2014) argued that an open cooperation environment is one in which all workers can share feedback, ideas, and even critique for any organisational performance to be effective. Successfully engage employees in conversations concerning their work, ideas, and perspectives on matters about products and services, and customers. Shannon (2018) concludes that to maintain a competitive advantage and productivity, the company must prioritise employee participation. Communication skills, according to Luthra & Dahiya (2015) instil

a sense of trust in employees in the leader and each other, helping them to communicate more efficiently, reinforcing warm relationships with co-workers and cultivating a productive work climate. According to the questionnaire which the researcher used, it concluded that the effective communication strategies which will use among Elegant sport's team are; using great communication tools such as Zoom, Google Meet, and Slack. Meeting with Employees on a Regular to keep morale up and motivation high, as well as openly praising individual and team accomplishments. Using Visuals, Creating an Open Environment, and Giving flexible Feedback

## References

Husain, Z. (2013). Effective communication brings successful organizational change. *The Business & Management Review*, Vol.3 No-2

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Luthra, A. & Dahiya, R. (2015). Effective Leadership is all About Communicating Effectively: Connecting Leadership and Communication.

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Kibe, C. W. (2014). Effects of Communication Strategies on Organizational Performance: A Case Study of Kenya Ports Authority. *European Journal of Business and Management* ISSN 2222-1905 (Paper) ISSN 2222-2839 (Online) Vol.6, No.11, <https://bit.ly/3ux39dQ>

Shannon, C. (2018). *Effective Management Communication Strategies* [doctoral study ] <https://bit.ly/3eYzymW>