



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..

الواجب الاول

تم توظيفك كموظف كمشرف في مركز توزيع البريد. يرغب المركز في تطوير عملية تعيين واختيار موظفين جدد ، ليتم تنفيذها في غضون الأشهر الثلاثة المقبلة. وقد تم تكليفك بمسؤولية **مدير المشروع**.

مهمتك هي:

- اشرح (من 130 إلى 150 كلمة) كيف يجب عليك كمدير للمشروع أن تخطط وتدير وتتحكم في التواصل مع أعضاء الفريق لتحقيق الإنجازات. اعط اسبابا.

....مع تمنياتي بالتوفيق

To execute this project, I will follow the best practice project management method as per PMI and will follow the following:

A. Initiation:

We need to agree to project objective and high level scope of work as we consider in our case to develop a new staff recruitment and selection process to meet organization requirement.

B. Planning:

We will establish planning our project and identify the scope and schedule. To identify the scope of work will organize brain storming session with stakeholder to know their requirement and constrain as result of this session will be scope clear to project manager and project team.

Identify the schedule as in our case will be three months as following:

Weeks	Task	Stage	Remarks
Week 1	Meet the sponsor to gain there approval for project	Initiation	Monitoring and control
Week 2	Meet the stakeholder to identify the requirement	Planning	
Week 2	Communicate the organization department to select the right resources	Planning	
Week 3	Listed the requirement and process to hire the new staff	Planning	
Week 3	A identify the hiring requirement, process and assign the task to project team	Planning	
Week 4	Kick of meeting to start the execution stage	Planning	
Week 4	Start the execution and post the opening jobs	Execution	
Week 5	Gathering the resumes of candidate	Execution	
Week 6	Classified the resumes	Execution	
Week 7	Setup the Interviews	Execution	
Week 8	Conduct the interviews	Execution	
Week 9	Conduct the interviews	Execution	
Week 10	Negotiations with selected candidates	Execution	
Week 11	Hiring the new staff	Execution	
Week 12	Close the project	Closing	

Setup and identify the requirement and job discription to hire new staff to satisfy the business need.

After this session will list the requirement and process for hiring the new staff as following:

Requirement:

- Knowledge of candidate
- Education
- Hard and soft skills of candidate to deal with business requirement and face the public or customers.
- Behaviors of candidate.
- Physical health of candidate and age.
- Ability to learning and development.
- Willing to work under pressure.

Process:

- Post the job opening in local newspaper, company website, specific jobs dashboard and hiring consultant.
- Gathering the resumes of candidate
- Classified and selected the right CV's
- Setup the interviews
- Select the fit candidate.
- Negotiate the salary and benefits
- Hire the new staff

After completing above tasks with project team, now I need to assign the resources and distribute the tasks to them as call WBS.

Setup daily short meeting and weekly meeting to monitor the progress.

C. Execution:

Team to follow the execution steps as identify in schedule.

D. Monitoring and control:

This process will be following during all project stage to make sure the project move well and identify any delay on progress to work in recovery plan additional to gathering the progress information to prepare the progress report to present to stakeholder and higher management.

During this process Project management will meet the team daily and weekly to communicate and listen to the challenge and working on it.

E. Closing:

in this stage will archive all project document and prepare the final project report.

During project life cycle the project manager will take the main role to communicate to upward to stakeholder and senior management to reporting the progress and horizontal to other project managers and department managers to request their support to assign the resources additional to downward communication to project team to collect the project progress, information distribution, solve the conflicts, encourage and motivate the team.

