



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

## Everyone's Smart University

### Assignment 1 (Spring 2021)

|              |                              |               |
|--------------|------------------------------|---------------|
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Section

Master

Date

Thursday

18 / 02 / 2021.

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..**

### ANSWER:

Assumption: The team members contain Three employees, and the cost for this project is them salaries and my salary as a project manager.

Developing new staff recruitment and selection process is depending on finding the right candidate for the job position. Also, depending on sitting the right selection and evaluation criteria. In addition to the experience of interviewee. As a project manager my roll is to achieve the goal of improving processes before the end of this month.

The responsibilities as following:

- 1<sup>st</sup> employee will handle finalizing and validating the job descriptions for all positions with department managers. This will help later on finding the right candidate and who is met the requirements will be contacted to arrange for interviewed through phone.
- 2<sup>nd</sup> employee will handle sitting selection and evaluation criteria and get approval on this from PM and HR manager. Selection criteria will be used in evaluating CVs and evaluation criteria will be used in phone interview call with the selected candidates. And who is passed this call interview will move to the next step, which is arranging the face-to-face interview with the department manager and HR representer.
- 3<sup>rd</sup> employee will handle sitting evaluation criteria for face-to-face interview with the department manager and HR representer and get approval on this from PM and HR manager. Also, other processes like the activates after the interview like contract preparation, or apologies to the interviewed candidate.
- And my responsibilities is to integrate all that process and get approval on this from the Sponsor, and for sure Controlling the team member and guide them and follow up with them.