



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 الانجليزية.
- ☐ 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

Plan communication:

Understand the requirements and defining the communication plan of communication stakeholders need from the project, moreover, the communication styles to effectively address these requirements and make good decisions as following:

- Decide the objectives(the purpose of the communication).
- Determine the stakeholders
- Write the message(the message be for each type of communication).
- Choose the channel(the message how to be delivered).
- Set a timeline(When will deliver the message).

Manage communication:

Once the project communication management plan has been created and approved, I ensure it's carried out successfully based on managing the execution of the project communication management plan as following:

- Creation of messages for communication.
- Collection and analysis of data.
- Transmission or distribution of communications.
- Storage of any communication reports, files, emails or documents.
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- Disposal of any old communications upon project closure or a set date.

Control communication:

Making sure the right information is available to the right people at the right time to controlling communication on the project as following:

- Communications went out as planned.
- They were received by the proper stakeholders.
- Messages were understood.
- Any relevant feedback was provided to the appropriate project members.
- Issue logs.