



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

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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..

Project of improvement new staff recruitment and selection process

Communication Plan

1. Communication Management Plan:

1.1 Information to be distributed:

- Progress Reports.
- Issue log and lesson learned.
- Team Communication.
- Requirements.
- Performance Reports.
- Information regarding risks.
- Change Requests.
- Agreements.

1.2 Information by Stakeholder:

- Management:

What Information	When
Progress Reports.	Once per Month.
Performance Report.	At the end of each phase or deliverable.
Risk Information.	After Analysis.
Issues and lessons updates.	only if there is an impact on the project.
Change Requests.	After Analysis.
Agreements	Final Versions.

- Human Resource and other Related Departments:

What Information	When
Information about Requirements.	On Trigger.
Change Requests. If they in CCB.	After Analysis.
Team Communication	Only the information they need.

- Third Party:

What Information	When
Agreements	Before and while Executing.
Team Communication	Daily, information they need.

- Project Team:

What Information	When
Team Communication	Daily.

Note: We can Identify more stakeholders.

1.3 Distribution Medias:

1. Verbal.	2. Phone.
3. PMIS.	4. Emails.
5. Meetings.	6. Letters.

1.4 Information Distribution:

Information	How to Distribute
- Progress Reports.	Formal Written Reports.
- Performance Reports.	Formal Written Reports, Including: - Variance Report. - Forecasting Report.
- Issue log and lessons learned.	Informal Written (Emails).
- Team Communication.	Informal Verbal for guiding. Informal Written (PMIS) for Tasks. Informal Written (Emails) Important Info. Formal Written (Very Important info only).
- Requirements.	Informal Written (PMIS) for progress tracking. Formal Written for changes.
- Information regarding risks.	Formal Written.
- Change Requests.	Formal Written.
- Agreements.	Informal Written (Emails) for warnings. Formal Written, for signing and before taking legal action

2. Manage Communication:

To ensure smooth execution for the communication management plan we will set the following:

- Training for the project team on how to use the PMIS effectively.
- Communication templates.
- Status and Performance reports templates.
- Ground Rules for communication and meetings.
- Assign one team member to manage communication with project manager supervision.
- Escalation Process.

3. Control Communication:

To ensure effective control on project communication we will set the following:

- Assign one trained team member to control communication and to prepare communication reports.
- Include the communication progress in the project dashboard.