



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 تمام الساعة ٩ مساءً.
- ☐ الواجب سؤال واحد مقال 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 كمسيرف مركز توزيع البريد. يرغب المركز تطوير عملية تعيين واختيار موظفين جدد ، ليتم تنفيذها غضون الأشهر الثلاثة المقبلة. وقد تم تكليفك بمسؤولية **مدير المشروع** في

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

Teamwork helps to achieve your goals faster than individual work, and the need to form a trained team capable of accomplishing the tasks assigned to the company was of utmost necessity and an indispensable mainstay for a project. It was necessary to open a simple discussion for the owners of start-ups to stand On the basics of running a successful and effective business.

The aim of forming work teams is to achieve the project objectives according to the work plan decided by the senior management of the company when preparing the project feasibility studies, so I can say that the work team is nothing but a tool that the management uses to achieve the work plan. In it for each of the tasks, it is necessary to put the right person in the right place.

Before starting the team building phase, it is imperative to define the jobs you need and the number of employees. The right person for the job is the person who has 4 things:

1. Passion for the job; He does not seek it to get the salary at the end of the month, but because he loves this job and eagerly wants to get it.
2. Has adequate knowledge of the role to be played so that he is at least familiar with all the information and basic requirements of the job.
3. Has all the skills required to deal with job data and requirements.
4. Has enough experience to qualify him for the success of the project and help him gain more experiences faster.