



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

### Assignment 1

Instructor's Name:

Eng. Amaal Aburumman

First I will make a **Communication Plan** which will include:

Map the project organization, Identify the stakeholders, give every member of the team his responsibilities.

Purpose : Build team communication to achieve organizational goals.

Communication Method:

- Emails ( daily needs, give message and get feedback)
- Weekly meeting to increase collaboration.
- Daily, weekly, monthly reports are identified to improve management and set goals.

Then, create written documents every team member can use ( status reports). Also, setting clear expectations for how and when updates will be shared.

Secondly, **Manage Communications** by collecting specific information, analyzing and sending them to the appropriate people, at the right time and using the right method. Also, make sure the team members are providing all the needed information.

Finally, **Control Communications** by checking if the communication process is going as planned, check the current progress. Also, analyze effectiveness of the current communications and make changes if necessary to improve.