

Assignment

Role as a Project manager

Home Work

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Subject : Advanced Project Management

Date :28/2/2021

I am work as a supervisor at the local mail distribution center. I need to make a project where the goal is to establish a new recruiting and hiring mechanism for workers to serve in a place of customer service. I will finish the project in 3 month.

First I will create a project life cycle which is:

Initiation: Manage goals, priorities, deadlines, and risks of the project

Planning: Here I will outline the tasks and timeline required to execute on the project

Implementation: in this stage, I will turn plan into action and monitor the project.

Control: In this phase, I will Analyze results, and summarize key learnings

I will arrange overall document for Project:

- Identify who the stakeholders are and what they hope to do.
- Project Scope, Declaration/Management Strategy (which would advise me about the goals and objectives, timetables, action plan, who is responsible for what is expected / results)
- Project budget documents

- Project Resources available
- I shall have access to and supporting materials for the recruitment and selection process, including the HR recruitment, placement and induction manual.
- **Recruitment documents:** selection of teams, qualifications for employment, expertise, salary details Organizational map, reporting chart, progress analysis and budget management reports

Communication:

I will follow the following five step for communication in this project:

- Collection and analysis of data
- Creation of messages for communication
- Transmission or distribution of communications
- Storage of any communication reports, files, or documents
- Retrieval of any stored communications