



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Abdulrahman Mohammad Awad Alserhani	اسم الطالب
Students I.D	2021201953	الرقم الجامعي

Section

Master

Date

Thursday

18 / 02 / 2021.

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..

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

First of all, I will start with initiation and planning phases by making goals setting and strategic study for the mail office and provide a strategic plan with the needed number of employees to satisfy the customers and to ensure zero mistakes.

After that, setting qualification standards in each position and announce that to start recruitment by interviewing, selecting and recruit the best qualified candidates.

Work environment will be considered by developing training plan for each employee and the mixing of experienced and fresh graduated employees to have both experience and enthusiasm.

Communication will have many channels between the team members by the tool box, weekly and monthly meetings.

In tool box meeting, the focus will be on the daily activities must be done.

In weekly meeting, the focus will be on the weekly progress tracking between the team leaders.

In monthly meeting, the focus will be on the goals of the mail office and where is the delay and the reasons and assigning an employee to catch-up the plan.

The monthly meeting should involve all the mail office employees to have clear vision on our goals and workflow progression.

At the end, motivating the employees will be implemented by the monthly worker reward to motivate the others to bring on the best effort for the office.