



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Course

Master

(PMG506)

Code

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Date

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Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- يتم تسليم المشروع في صيغة ملف . pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion ، وأخيراً المراجع References . وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط 12.
- نوع الخط Arial.
- لون الخط أسود.

- 1.5 line spacing المسافة بين الأسطر
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: ~~Eng. Amaal Aburumman~~ **Eng. Dr. Akram M. S. Ali**

Project:

You are required to document your role in administering a project. The project may be set in a business, social, sporting, or family environment but must be of a significant size and scale. If you do not have an actual project to write about you may complete the project hypothetically.

This report will be between three to six pages in length. This is a significant research project.

Your report must address ~~each~~ **ONE** of the following issues:

1. Identify and describe the purpose, scope, and objectives of the project. **Display this information using an appropriate tool.**
2. Describe how the team is given an outline of the project.
3. Describe the strategies that are going to be set up to maintain communication with the team members.
4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.
5. Identify project milestones and activities. **Display this information using an appropriate tool.**
6. Create a budget and link the costs to the key milestones for a project.
7. Describe how you are going to divide tasks and resources amongst a project team. **Display this information using an appropriate tool.**
8. Briefly describe how the progress will be monitored.
9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.
10. Describe the current procedure for finalizing projects. Create your own procedure and identify how you will evaluate the success of the project.
11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

Best of luck...

المشروع:

مطلوب منك توثيق دورك في إدارة مشروع. قد يتم تعيين المشروع في بيئة تجارية أو اجتماعية أو رياضية أو عائلية ولكن يجب أن يكون بحجم مناسب. إذا لم يكن لديك مشروع فعلي لتكتب عنه ، فيمكنك إكمال المشروع افتراضياً. ستكون هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك ~~كل~~ **احد** القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء موازنة وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Before discussing the details of a vegetable and fruit shop project, it is necessary to clarify the importance of vegetables and fruits for people first. As it is one of the most important sources rich in many important nutrients for the human body and strengthening its immunity, as it is a source of dietary fiber and vitamins such as: A, E and C, potassium, magnesium, calcium, iron, folic acid, and other antioxidants and plant compounds important for the body's immunity; Therefore, the doctors' recommendations came that half of the healthy plate should contain vegetables and fruits, so the idea of a fruit and vegetable store is considered one of the successful projects. Once it is established and working on it, you will reap huge profits.

The vegetable and fruit shop project does not require much effort as some believe, but rather focus on the quality and cleanliness of vegetables and fruits and their proper and attractive packaging. As the most characteristic of this project is that it does not need a large capital and targets all groups, and it can succeed in any place even if the population density in it is small. This is because vegetables and fruits are among the food commodities that cannot be dispensed with in any home, but the more appropriate the place is chosen, the greater the profit of the project:

First: The location and area of the project

The process of choosing a project site for a vegetable and fruit store is one of the important factors, as the distinctive location is one of the basic elements that help in the success of the project, therefore; The project is preferable to be implemented in a densely populated place, such as a residential area with an average standard of living, or on a main road, but on the condition that it is far from any markets where vegetables and fruits are sold.

As for the area of the project site, it should not be less than 75 square meters, and it must contain an office for the administration of labor.

Second: Equipment for the project site

Certainly, any project needs a lot of equipment that is commensurate with the nature of its activity, including restoration work, the electrical network, doors, drawing of the facade, installing the necessary air-conditioning equipment that works to ventilate the shop, in addition to placing a bright sign on the storefront bearing the name of the project and various means of communication.

Third: Devices and equipment's required for the project.

Numbering devices and equipment use.

1. 2 Cooling Refrigerator Refrigerators are used to store perishable products such as: strawberries, rye, tomatoes and cucumbers.
2. Packaging machine for packing food products of fruits and vegetables with different weights.
3. Wooden Shelves The project needs wooden shelves to display fruits and vegetables more regularly; To make it easier for customers to buy what suits their daily needs.
4. The electronic invoice machine for issuing electronic invoices to customers, including the weights and value of the fruits and vegetables purchased.
5. An electronic payment machine is used to pay for the value of products and food commodities from the purchased fruits and vegetables, for those customers who do not have paper money.
6. An electronic scale for weighing food commodities such as fruits and vegetables, and it must be of high quality in order to gain the confidence of customers.
7. printer, desk and 3 chairs to print the weight, store name and price after packaging, and the office is assigned to the project board chairman, who is often the owner.
8. fire extinguishing tools These tools are used in emergency situations, such as: a fire in the shop.
9. transport vehicles to transport vegetables and fruits from the wholesale market to the store.

Fourth: Determining suppliers to purchase goods

It is preferable to purchase food commodities such as fruits and vegetables from the large wholesale markets; This is to save money, and it is necessary to go to these markets early in the morning to buy fresh products, and these products are transported through the car designated for the project, and be careful to have inside the shop all the items that customers need.

Fifth: the labor required for the project

Perhaps a vegetable and fruit shop project is like other projects that do not need a large number of workers, so all that this project needs is 3 workers and the work within the project is divided among them, provided that the first worker is a specialist in the vegetable department and is responsible for the process of organizing and cleaning vegetables and helping Customers to buy, the second is for the fruits section and is also responsible for the organization and cleaning process, and the third sits on the scale to hold customers accountable for the goods that are purchased.

Sixth: Marketing for the project

A fruit and vegetable store project does not need accurate and complex marketing strategies like other projects, but the marketing strategy for this project is the privileged location and attention to the quality of goods such as fruits and vegetables. And not to exaggerate prices and work all the time to win the confidence of the public or customers, in addition to the good treatment existing between workers in the shop and customers.

Banners bearing the name of the project can be placed in the areas surrounding its site, and perhaps all of these matters do not require much effort or any hard work.

Strategies:

First: Building and maintaining trust

No one denies the importance of trust and its effectiveness in building and managing a successful team. In fact, it is an essential component of the success of all relationships, be they personal or professional.

When it comes to talking about confidence in the work environment, we find that it is divided into three main aspects:

-1 Team members' confidence in their leader

Team members must trust their manager or leader, that he is able to do the right thing, fulfill his promises to team members (whether material or moral), and provide the necessary support that each individual needs. As a leader, you can build this confidence in your team members in several ways, for example:

Acknowledgment of team effort.

Praise their outstanding successes and accomplishments.

Intervene to provide aid and assistance if the team is having difficulty completing a specific task

-2 The team leader has confidence in the team members

Trust is mutual, so if you want your team members to trust you, you must trust them as well. To trust:

They are able to deliver work in a timely and professional manner.

That they share the team goal and the organization's goal .

That they will make the right decision that is in the best interest of the team and the organization.

-3 The confidence of the team members among themselves

This aspect of trust is probably the most difficult and important of all. For a team to be effective and productive, everyone must have confidence in the ability of others to:

Timely delivery of tasks.

Advancing the interest of the group over the interest of the individual .

Understand the way everyone's actions affect the rest of the team.

Lend a helping hand and rely on each other in difficult times.

Building trust among team members takes time and a lot of effort, but as a team leader you can do a few things to reinforce and encourage this confidence in its three aspects:

Be tolerant of mistakes - nobody is immune about them, and they'll be even more so among new team members. When you create an atmosphere in the team that allows people to make mistakes and admit them without being reprimanded and punished, you will encourage open communication and mutual trust.

Encourage open communication, by holding regular brainstorming meetings and sharing ideas freely and without any prejudices.

Be flexible, and don't stick to the idea of doing a specific task just because that's what you're used to. If a team member suggests a new way to do the work more effectively, why not pursue it? This will encourage the rest of the team to do the same as well.

Be transparent and honest, nothing kills trust like lying and hiding secrets.

Second: Developing relationships

One of the most important and often overlooked team management strategies is building relationships with members of your team. There is no doubt that individuals work harder for the people they love.

You don't have to invite team members to lunch or dinner at your home, but a group outing to a nearby restaurant after office hours might be a good move.

Here, too, team members should be encouraged to develop their relationships with each other. For example, you can organize team building events every week or month. Or take group trips with the team every now and then.

In short, be sure to organize any group events from time to time, as they have a great role in strengthening and building relationships and breaking barriers between members of the new team.

Third: use the applications and tools of team management

These tools and applications should be used among any team member, but they are of greater benefit and importance among the virtual team members working remotely. Team management tools mean any platform available to all members, through which each individual is assigned a specific task, and progress is then monitored and seen by the team leader and the rest of the members.

The importance of these platforms and tools is as follows:

Helping team members know the stage the project has reached, the volume of work, and the remaining tasks.

Track problems and obstacles in the workflow. And then take the necessary measures to fix it.

Coordination of work among members. For example, if one of the individuals is waiting to receive a task from another member, but he noticed through the joint platform that the deadline for delivery is still far away, in this case he can move to help another member of the team who is facing difficulty in completing a task nearing its delivery date.

All of the above contribute to enhancing the communication process and thus raising productivity and increasing efficiency. Financial incentive undoubtedly contributes to keeping employees in their work, but it is not at the top of the list

as you think. As many as 89% of business leaders believe that money is the main reason for employees' resignation, but American studies have shown that only 12% of employees leave their jobs for this reason! While 79% of those who ".left their jobs indicated that the main reason was due to "lack of appreciation

In short, employees do not quit their companies, but rather they quit from their !managers

The first teacher: honesty and accuracy.

Possesses emotional intelligence: they understand stakeholders, their way of thinking, and the best way to communicate with them.

Flexible: knows when to make concessions and when to stick with their stance during negotiations with stakeholders.

Leader: It is difficult for a project manager to be unable to take the appropriate decision without referring to management!

He is convinced of project management: He who loses something does not give.

The second milestone: The scope of the project is before discussing the details of a vegetable and fruit shop project, it is necessary to first clarify the importance of vegetables and fruits for people. As it is one of the most important sources rich in many important nutrients for the human body and strengthening its immunity, as it is a source of dietary fiber and vitamins such as: A, E and C, potassium, magnesium, calcium, iron, folic acid, and other antioxidants and plant compounds important for the body's immunity; Therefore, the doctors 'recommendations came that half of the healthy plate should contain vegetables and fruits, so the idea of a fruit and vegetable store is considered one of the successful projects. Once it is established and working on it, you will reap huge profits.

Milestone Three: Identify the stakeholders involved in the vegetable companies, the project manager and its members

Milestone Six: Control over the project leads to controlling project costs, achieving control over the existence of the project, as well as monitoring project time and achieving the agreed time. 2- Monitoring the project is a necessary process to ensure the proper progress of work on the project, and to ensure that the achievement is proceeding according to what is set for it.

Milestone Seven: Identifying Project Risks: The risk environment in the project

The risk environment facing the project depends mainly on the state of the environment in which the project will operate and the level of uncertainty in it.

There are three factors that affect the state of the environment, namely:

Degree of complexity :

It is the set of elements that affect the number of project inputs and outputs.

Degree of mobility :

It is the set of elements that affect the movement of the project environment and the occurrence of change and instability in it.

Richness degree:

It is the set of resources available in the project environment that affect its viability.

The eighth milestone: closing the project: in order for the project to be considered finished, it must be closed in a correct and complete manner. Of course, it is not possible to start the process of closing the project until all the deliverables it requires have been fully completed, in conjunction with obtaining the official approval of the owner.

The project manager initiates the closure process by preparing a report known as a 'project closing report', which is presented to the owner and his formal approval of what it contains. This report consists of two main parts:

First, to ensure the completion of the project and the activities required to be undertaken to close this project. To make sure of the completion process, a comprehensive list of all deliverables that the project required when starting it is prepared, indicating the conditions for approval of each of these deliverables, and when they were supposed to be carried out, in addition to the actual date during which they were completed, and the extent of their compliance with the agreed specifications. And deficiencies that must be completed before a handover is considered fully completed.

As for the second part of the report, it includes the activities that the project manager conducts to close it, and it includes the activities that must be done to verify all the deliverables, including the deficiencies that have been completed, and then take the official approval for that and the activities necessary to save and archive the project documents in order to facilitate reference to them if needed. And the procedures for completing the remaining financial operations of the project, such as paying the bills due and canceling the bank guarantees and guarantees that were presented at the start of the project and stating whether there is a need for bank guarantees and new guarantees that must be presented during the operation period to protect the owner from the faults that may arise when starting to use the project.

According to the project, the recommended tools for M&E planning are matrices:

المخاطر	الموارد	وسائل التحقق: تاريخ المصدر والنوع	المسؤوليات	الجدول الزمني والتردد	طرق جمع البيانات	مؤشرات الرصد	النتائج المرتقبة (المخرجات والنتائج)
ما هي المخاطر والاقتراضات لتنفيذ أنشطة الرصد؟	تقدير الموارد اللازمة لتنفيذ أنشطة الرصد المخطط لها	مصدر وموقع منهجي للاصول إلى البيانات المحددة والضرورية	من المسؤول عن جمع البيانات والتحقق من المصدر والنوع	ويعتمد مستوى التفاصيل على الاحتياجا ت العملية	كيف يتم الحصول على البيانات	من إطار النتائج ينبغي للمؤشرات أن تأخذ الأولويات الرئيسية	تم الحصول عليها من خطة التنمية وإطار النتائج

The expected cost of the project

Numbering equipment, requirements, projected cost of the project

1. The project location the cost of rent for the 75 square meter project place ranges between 350 and 450 dollars per month
2. 2refrigerators 2 refrigerators cost between \$ 1,100 and \$ 1,250
3. Wrapping machine, The cost of a plastic spiral wrapping machine ranges between 650 and 820 dollars
4. Wooden Shelves Wood shelving business will cost between \$ 350 and \$ 450.
5. Electronic Invoice Machine Bixolon SRP-350III Invoice Printer Machine costs between \$ 210 and \$ 230
6. electronic payment machines the cost of an online cash machine ranges from 150 to 165 dollars
7. Electronic Scale The high-definition electronic scale / digital microbalance with wind screen, 100g x 0.005g costs between \$ 150 and \$ 250
8. printers the cost of the printer ranges between \$ 210 and \$ 230
9. fire extinguishing tools the cost of fire extinguishing equipment ranges between \$ 110 and \$ 115.
10. transport vehicles the cost of a Chevrolet tanker transporter is from 4,500 dollars to 5,000 dollars.
11. desks and 3 chairs the cost of a desk and 3 chairs ranges from \$ 250 to \$ 270
12. Labor The labor cost required for the project with a capacity of 3 workers reaches between 1550 and 1600 dollars per month.
13. Goods The cost of the goods is determined by the project owner; Because he is the one who will determine the items in which he works according to the market needs.

Eighth: The expected total cost of the project

Also read: How to keep your phone battery longer.

Total projected cost of the project. The total expected cost of the project ranges between approximately \$ 9,580 and 10,830.

How to distribute tasks among a team A team manager must have special characteristics so that he can distribute tasks among the team wisely and intelligently so that the desired goals are reached quickly and efficiently Records are saved in Archives, where documents are copied to the archive when they become records. Whether the document is a record or not is determined according to whether it is kept in the records archive or elsewhere.

Monitoring is a continuous process of collecting data throughout the project's life cycle. It involves collecting, analyzing, communicating, and using information about project progress. Monitoring systems and procedures must provide mechanisms for the correct information that will be provided to the right people at the right time, to help them make informed decisions about project progress One of the reasons for its success is our commitment to time and the original schedule. Experienced project managers realize how difficult this item is, so it will be easier if there is a permanent and continuous evaluation throughout the project period. + I evaluate it in terms of quality, cost and stakeholder satisfaction + performance. Compared to a business case Environmental factors affecting a project refer to the circumstances that are outside the control of the project team and affect, restrict, or direct the project.

The environmental factors affecting the project are inputs used in most planning processes. It may improve or restrict project management options, and it may have a positive or negative impact on results.

The environmental factors affecting the project vary greatly in terms of type and nature, and include:

The culture, structure and governance of the organization.

Geographical distribution of facilities and resources .

Government or industry standards (for example: regulatory bodies regulations, codes of conduct, production standards, quality standards, and work implementation standards).

Infrastructure (for example: existing facilities and capital facilities) .

Existing human resources (for example: skills, specializations, and knowledge) .

Personnel management (eg: recruitment and retention guidelines, employee performance reviews, training records, compensation policies, overtime, work hours tracking).

The company's business declaration systems.

Market conditions.

The degree of risk tolerance for those involved.

Political climate .

The existing communication channels in the organization

Business databases in the organization.

Project Management Information System. Responsible for the director of work and the principal Anti-discrimination law refers to the law relating to the right of people to be treated equally.

Resources:

What are the environmental factors affecting the project: Source: Project Management Knowledge Guide - Project Management Institute?

Anti-Discrimination Law Wikipedia was last amended 6 months ago by JarBot

Basics for measuring project success Anti-Discrimination Law Wikipedia was last amended 6 months ago by JarBot

Choosing how records are stored and managed Microsoft website.

Description of the purpose, scope and goals of this project, Pioneers of Work magazine website, subject details ... Feasibility study for a fruit and vegetable store project, 9 months ago

A description of how the team gave an outline, Pioneers of Business magazine website, details of the topic ... Feasibility study for a fruit and vegetable store project, 9 months ago.

Strategies to Establish Team Communication, Forsa Website, Topic 9 Effective ,Strategies for Effective Team Management

Recommended Tools for M&E Planning, Let your search flow site.

Project milestones, meemapps website, theme project milestones

Projected costs, Business Pioneers magazine website, topic details ... Feasibility study for a fruit and vegetable store project, 9 months ago

How to distribute tasks to the work team, almaal website
