



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Ayman A. Alnakhli.....	اسم الطالب
Students I.D	2021202428.....	الرقم الجامعي

Section

Master

Date

Thursday

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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

To develop a. Plan Communications Management, I need to determine the following:

- 1- stakeholder's information
- 2- stakeholder's needs and requirements
- 3- Available organizational assets

In these case I will assume the internal stakeholders are:

- 1- The managers of the department's that need a new staff
- 2- HR department responsible to ensure the organization has the right people, in the right job, at the right time. And continue recruitment the new staff as per approved procedures.

The external stakeholder will be:

- The job seekers which looking for vacancies

The available organizational assets

- 1- E- mail system
- 2- Web site
- 3- Meeting room (may be virtual if it is available)
- 4- Employment policy

Steps to manage and control the project communication

- Within 1 week the managers of the department's need to determine the number the employee they need and their qualification and develop a job description for each one.
- Send the job descriptions to the HR department responsible by E- mail system(Encode)
- HR department responsible review the job descriptions in 1 week and back to mangers with comments (if there are) (acknowledge) or (decode) and announce about the vacancies in the organization web site and send response e-mail to the managers during the 3rd week.
- Keep the Job advertisement in the website for 3 weeks
- HR department responsible collect the employment applications and review it then chose the top 10 according to the organization employment policy 1 week.
- HR department responsible should send the top 10 applications to the managers (Email) and they should choose top 5 based on their requirements and send it back to the HR department responsible(Email) within 1 week.
- Scheduling (for 2 weeks) interviews between the selected job seekers (by their e mails getting from the applications) and a committee contain from HR department manager and the manager of the requester department and HR department responsible.

- Majority voting between the committee members to accept the new staff in after each interview.
 - HR department responsible continue the Procedures depending on employment policy to be sur the new staff will be in their managements on the first of the 4th month.
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Ayman A. Alnakhli

2021202428