



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	HIND HAMOUD KHERAT	اسم الطالب
Students I.D	2021203655	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 الانجليزية.
- ☐ 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.

New Staff Recruitment

Planning

I am a supervisor of the Saudi Post. So I need to make project were the goal is to develop a new staff recruitment and selection process when hiring people to work in a position of customer service. New process need to be implemented within 3 months. As a supervisor need to form and create team members for this project.

WHAT- information that need to be communicated are goals, pointers that we get from the center and discussions we did with other staff and departments.

WHO- Target audience are our stakeholders, in this case people we will consider for the job.

WHY- Purpose is to hiring get less expensive, faster and to ensure that the best people for the job are chosen.

WHEN- This project will be used every time that Saudi Post need to hire someone in the position of customer service.

SWOT

Strength – having more staff with high qualification and skills that may help in outcome of company.

Weakness – new staff need more experience of workflow.

Opportunity – financial improvement

Threatening – high cost of hiring new staff

Process

1. TIMELINE:

Start date – 1st MAR 2021

Checkpoint – 15th APR 2021

End Date – 1st JUN 2021

2. Work Breakdown Structure:

1st of March – I, as a supervisor, pick up my project team

4th of Mar. – Inform the team of their roles and responsibilities:

TEAM members Mariam – will make a list of qualification and skills that will be beneficial for the company from applicants for the job, and need to make competencies for new staff to follow their skill during work.

Abdulla – will calculate time and money that will be necessary to recruit a new recruitment in customer service.

15th of April- all the team members presents their work and we decide how we are doing according to our timetable.

20th of May – everything needs to be finished, I need to sort everything out and being making a presentation.

1st of June – Presentation need to be done and I need to present our project to the center.

3. Financial records

Financial records that I need to keep are all expenses including wages for project team and materials which we going to use. I would check it for accuracy by

reconciling my accounting records with external records, such as bank statements, supplier invoices, credit card statement and other documents.

Legally, we need to consider that person did sign contract with us especially for that role because he can prosecute us. Also we need to explain to him that is not step back in his career and he will still be able to evolve and advance in our company.

When project ends:

I need to – perform a post- project evaluation or audit, hold a post project meeting with the project team a management and prepare and submit a final report for management. Finally I require sign offs from the management of Saudi Post, moreover write a report review and project closure to management of Saudi post.