



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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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..

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

Project Manager of Develop a New Staff Recruitment and Selection Process

In order to achieve the highest standard of recruiting new staff, we have to come up with a very effective and sufficient selection process for new employees. These procedures will be implemented on each step throughout the hiring process.

Before starting with this process, the following scope of work (SOW) should be follow:

- 1- list all achievable objectives of the local mail distribution center and based on that the size of work will be known and automated after that determine the required number of new man-power. (1 week)
- 2- Identify the main objective and designated roles for each position. (1 week)
- 3- Announce for new job openings and request for the application CVs. (2 weeks)
- 4- Put the criteria of selection and assessment of CVs before do interview. (1 week)
- 5- The qualified candidates should be selected based on the minimum required criteria that had been set in previous step. (1 week)
- 6- Contact with qualified candidates for scheduling the interview. (1 week)
- 7- Evaluate the interviewers and priorities them based on their evaluation and scoring. (1 week)
- 8- Starting the negotiation of sending offers and get their acceptance. (2 weeks)
- 9- Hiring the final candidates who accepted the offers. (1 week)
- 10- Provide an induction program. (1 week)

The project manager must be involved in each above step to:

- **Ensure that the project is correctly designed to meet its objectives**
- **Ensure that the project is completed on schedule, within resources and budget.**