



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Course

Master

(PMG506)

Code

Thursday

Date

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Advanced project Management

Instructions:

- آخر موعد للتسليم هو يوم الخميس ٢٠٢١-٠٥-٢٨ في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الإنجليزية.
- 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 ١٢.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر ١,٥ line spacing

• 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:

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

مع تمنياتي بالتوفيق..

Describe the strategies that are going to be set up to maintain communication with the team members.

Introduction:

As a project manager, you must walk on the path to success, and one of the most important influences on the success of the project is effective communication with the work team. For this, a clear plan must be developed to communicate with the team. In the end, the project manager and his team are responsible for the success of the project and the implementation of the work.

Whenever the communication strategies were clear, the project path was clear.

For that, it is necessary to pay attention and work to improve this strategy and to use effective tools to produce satisfactory results that support success.

In my work as a project manager to replace a fire alarm system in a health facility, it requires me to develop plans and strategies for effective communication to reach the required results of clarity in the implementation of work, speed and accuracy, reporting to the responsible authorities and clarifying the risks involved in disrupting and stopping the alarm system during replacement in vital areas and live environment.

Literature Review and Conceptual framework:

Research indicates that building appropriate strategies between a project manager and a business team leads to success.

Some research suggests posing some question to reach to the best strategies:

- **Who needs to be informed?**
- **What kind of communication will be required?**
- **How frequently will communication be needed?**
- **What details must be communicated?**
- **Who needs to know what?**

In order to reach effective communication, the project manager must build trust and cooperation by consulting the team in taking advice and work to enhance knowledge between him and the work team.

During the communication process, the information must be correct, useful and in a timely manner.

Methodology:

Working on a project that covers a huge health city needs a lot of communication. The interests of the stakeholders must be analyzed to know the mission of each department in the project. It was necessary to create a communication matrix that covers this need.

On the other hand, the amount of information and reports from the Safety and Fire Department and the Engineering Department necessitated the work of a classification of the information so that the exchange of information between the different parties, each according to their interests and duties.

Hold regular meetings with contractors to discuss progress and resolve disputes arising from overlapping engineering management.

Organizing and communicating work related to other parties, such as safety management and maintenance management, in advance, in order to coordinate and take action.

Structuring approvals in the design stage and communicating with them to take the required approvals and discuss the technical and safety requirements of the project.

Results and Discussion:

In the early stages of the project, communication was unorganized and unscheduled between the concerned departments, which led to a significant delay in approvals and coordination with the concerned parties, and after plans were drawn up for effective communication between team members and the tasks they had to do and what should be entrusted to other departments. A request to allocate members to the project team from each concerned department became the exchange of information faster and clearer and had a positive impact on the progress of the project work and the progress of installations and approvals and the achievement of safety conditions for working in the health facility.

This translates into the effectiveness of building a strategy for communication and work based on a deliberate plan to communicate with all members of the team with clarity, speed and effectiveness, and to exchange important information for the project to make the required reports.

References:

- Courtney Cavey, The Top Communication Strategies for Project Management Success, Hubstaff Blog, Apr 2, 2020.
- J Heagney, Fundamentals of project management, American Management Association
- Kathy Schwalbe, An Introduction to Project Management, Fifth Edition, 2015 Schwalbe Publishing ISBN-13: 978-1505212099