



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

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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 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.

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 كمسرف 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

The aim of the project is to develop a new staff recruitment and selection process which needs to be implemented in 3 months. This part is mainly to develop a successful and effective project communications where the process will be in 3 stages:

1. Plan Communications Management:

Points	Details
✚ 1. Who needs the information?	- Majed: Analyse recruitment needs and post the job vacancies on the portal and social network platforms. - Sara: Develop job description and conduct interviews - New staff: Coaching and training new employees.
✚ 2. What type of project information do they need?	- Recruitment Project goals - Pointers that we get from the centre - Discussions we did with other staff and departments. - Status report of recruitment and training new staff. - Recruitment budget - Recruitment schedule/timeline - Recruitment documentation/information - Access to customer and team member directory
✚ 3. How the information will be communicated?	- Department meetings - Email - Project newsletters
✚ 4. How often you will communicate?	- Daily, weekly and monthly
✚ 5. What is the format for your communications?	- Presentation at the meeting - Documents
✚ 6. How do you know your plan is working?	- Using Communications Performance Measures tool

After explaining the project goals to the team, will get their feedback and responses to make sure that there is no misunderstanding in any point,

2. Manage Communications

- ✚ Collecting project information and storing it in the database to be easily retrieved.
- ✚ Using approved documents and technologies for distributing information.

3. Control Communications

I will use to communicate (e.g., daily progress meeting, weekly emails, monthly management meetings, etc.) and ask individuals if there are particular ways that will work better for them than others.

At the end of the project, I would report my findings by presenting my project review and project closure report to management.

Reasons:

Poor communicating with the project team will have a tremendous impact on the success of the project, that results in:

- Misunderstanding project goals and objectives
- Missed deadlines
- Conflicts between team members
- Decreased productivity on the project leading to increased timelines and going over budget
- Lack of commitment of project team members in accomplishing the work of the project

Proper communications planning means that we understand our stakeholders and how they want to be communicated, so that we engage them in the project and get what we need to be effective in meeting the goals of the project.

The use of technology enables for better control of communications on projects. Effective communication will enhance the commitment of team members to the project which will enable for increased project success.

 Note:

This table is an addition to illustrate the Project Communication Plan:

Communication	Method	Frequency	Goal	Owner	Audience
Project Team Meeting	Meeting	Daily	Discuss what each team member did yesterday, what they'll do today, and if any blockers	Project manager	Project team
Task progress updates	TeamGantt /Database	Daily	Share daily progress made on project tasks	Project manager	Project team
Recruitment status report	Email	Weekly	Review recruitment status and point any potential issues or delays	Project manager	Project team + top Management
Project Review (Management meeting)	Meeting	Monthly	Present project deliverables, gather feedback, and discuss next steps	Project manager	Top Management
Contribution to department newsletter	Email	Quarterly	Section of newsletter to point out the updates and achievements	Project manager to deliver to administration department	Wider development
Check list clearing meeting	Meeting	At the end of the project	Asses what worked and what did not work and discuss actionable takeaways	Project manager	Meeting1: Project team Meeting2: top Management