



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 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

Project Management Basics: 6 Steps to a Foolproof Project Plan

Step 1: Identify & Meet with Stakeholders

A stakeholder is anyone who is affected by the results of your project plan. That includes your customers and end users. Make sure you identify all stakeholders and keep their interests in mind when creating your project plan.

Meet with the project sponsors and key stakeholders to discuss their needs and project expectations, and establish baselines for project scope, budget, and timeline. Then create a Scope Statement document to finalize and record project scope details, get everyone on the same page, and reduce the chances of costly miscommunication. Here's a Scope Statement Template to get you started. Cost control, in particular, is critical during this stage of the process, as well.

Step 2: Set & Prioritize Goals

Once you have a list of stakeholder needs, prioritize them and set specific project goals. These should outline project objectives, or the metrics and benefits you hope to achieve. Write your goals and the stakeholder needs they address in your project plan so it's clearly communicated and easily shareable.

Step 3: Define Deliverables

Identify the deliverables and project planning steps required to meet the project's goals. What are the specific outputs you're expected to produce?

Next, estimate due dates for each deliverable in your project plan. (You can finalize these dates when you sit down to define your project schedule in the next step.)

Step 4: Create the Project Schedule

Look at each deliverable and define the series of tasks that must be completed to accomplish each one. For each task, determine the amount of time it will take, the resources necessary, and who will be responsible for execution.

Next, identify any dependencies. Do you need to complete certain tasks before others can begin? Input deliverables, dependencies, and milestones into your Gantt chart, or choose from the many online templates and apps available. Be sure you also understand how to write a project management report for a summary overview of the current status of the project.

What are you waiting for? Try Wrike's Gantt chart for free.

Step 5: Identify Issues and Complete a Risk Assessment

No project is risk-free. Crossing your fingers and hoping for the best isn't doing you any favors. Are there any issues you know of upfront that will affect the project planning

process, like a key team member's upcoming vacation? What unforeseen circumstances could create hiccups? (Think international holidays, backordered parts, or busy seasons.)

When developing a project plan, you should know how to manage risk in a project and consider the steps you should take to either prevent certain risks from happening, or limit their negative impact. Conduct a risk assessment and develop a risk management strategy to make sure you're prepared.

Step 6: Present the Project Plan to Stakeholders

It's important you understand how to present a project effectively. Explain how your plan addresses stakeholders' expectations, and present your solutions to any conflicts. Make sure your presentation isn't one-sided. Have an open discussion with stakeholders instead.

Next, you need to determine roles: Who needs to see which reports, and how often? Which decisions will need to be approved, and by whom?

Make your project plan clear and accessible to all stakeholders so they don't have to chase you down for simple updates. Housing all project plan data in a single location, like a collaboration tool, makes it easy to track progress, share updates, and make edits without filling your calendar with meetings.

Communicate clearly. Make sure stakeholders know exactly what's expected of them, and what actions they need to take. Just because it's obvious to you doesn't mean it's obvious to them!

Not looking forward to having an open discussion with your stakeholders? Here are some strategies to arm yourself against difficult stakeholders to keep the project planning process moving forward.