



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.
- ☐ بعد الانتهاء من الواجب ورفعته على المودل.pdf يرجى ضرورة التحويل إلى صيغة

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..

In brief, I will develop a communication management plan. It will identify stakeholders (potential candidate, HR department, top management, etc.). it will also include unified forms with its content for each stage of the recruitment and selection process such as form for job announcement, job application, job offer, etc., To ease the storing of the gathered information, to unify the responses in each stage and to control the given information. The plan also should include the media will be used for each process, such as career portal website. The portal may have a reporting feature to send regular reports for listed emails in each update. Also, it may have users access control, to control the authority of each user in browsing the available information in the portal. This way, the plan will cover all the process needed for the communication management (communication planning, information distribution, performance reporting, and administrative closure).