



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Wael Saeed Asiri	اسم الطالب
Students I.D	(1075583433) (2021200926)	الرقم الجامعي

Section

Master

Date

Thursday

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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..

Answer:

- **Plan Communication:** It identifies how important information will be communicated to stakeholders throughout the project. It also determines who will be receiving the communication, how those people will receive it

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Therefore, to plan communication with new team members we must follow below steps to get started:

1. **Choose a format:** where it will be easy to gather feedback on our communication plan.
 2. **Set a communication goal.**
 3. **Identify stakeholders.**
 4. **Identify methods of communication.**
 5. **Determine frequency of communication.**
 6. **Determine who provides communication updates.**
- **Manage Communication:** We can organize our project in a couple different ways :
 1. **Map out A Project Organization:** By set a project structure and map it out for the team.
 2. **Make Sure the Team Gets Roles and Responsibilities.**
 3. **Prepare Project Status Reports.**
 - **Control Communication:** The key benefit of this process is that it ensures an optimal information flow among all communication participants, at any moment in time, by following the below steps:
 1. **Develop project management plan.**
 2. **Organizational process assets updates.**
 3. **Project documents updates.**
 4. **Monitor and control project work.**
 5. **Perform integrated change control.**