



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	حسين محمد حسين شنير	اسم الطالب
Students I.D	2021201085	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..

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

- **Meet with the team periodically**

To hold periodic meetings with the working team if it is a small team (a few people) or at least with the department managers if the number is large, the meeting should be periodic (weekly, bi-monthly or monthly). The goal of the meeting is to use brainstorming and speaking loudly to reach innovative solutions to achieve the set goals, discuss the problems facing the working members and search for solutions to them, as well as the roles and tasks required of each person are distributed.

- **Effective communication with everyone**
- **Task management and directing**

From the moment the project started, there is a goal that the work team seeks to accomplish, and of course the big goal will be divided into smaller goals, and each small goal is divided into a number of other smaller goals, so that the completion of each goal is made up of a group of small tasks.

- **Conflict management and resolution**

Disagreements may arise between team members, and the smart manager should cleverly direct these disputes so that no one is hurt or turns instead of serving the project's goals to defending himself and his views in front of those who disagree.

- **Motivation and active participation**

Among the qualities of a successful manager is that he motivates the work team on the one hand and encourages them to participate in the development of the project and present their innovative ideas that contribute to the success of the project on the other hand, as well as reward the hardworking and punish the inactive.