



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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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

As a project manager, I start working on communication plan identifies and how important information will be communicated to my stakeholders throughout the project.

My project communication plan will include the following:

- The purpose or goals of the communication plan
- Information about stakeholders and their roles
- The types of information that needed to be shared with stakeholders
- The methods used to communicate
- The frequency that each stakeholder would like to receive information

I will start my project communication plan as below

1. communication formats

communication plan templates such as a timeline, flowchart and Communication Matrix which is including Stakeholder name, method of communication, Frequency and Priority.

2. communication goal

I will write that communications goals. My goals will keep stakeholders updated on the project status

3. Identify stakeholders

I will identify the stakeholders with whom I will communicate throughout the project and list them.

4. Methods of communication

I need to list how I intend on communicating with those stakeholders.

The below methods of communications will be depending on what my stakeholders are most likely to see or attend:

- Weekly check-ins
- Meetings, whether in person, over the phone, or through video conferencing
- Meeting summaries
- Status reports
- Formal presentations

- To-do lists
- Project dashboards

5. Frequency of communication

I need to List how often I will send out each type of communication and how often I need to loop in each stakeholder in addition to including this information on my project management communications plan.

6. who will provide communication updates

It's important that I also motivate, encourage, and cheer the team on. Pausing to celebrate each incremental victory is one way to show the team how much I value them, and it will inspire them to keep up the hard work.