



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section
Course

Code
Thursday
Master

Date

18 / 03 / 2021.

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة 9 مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الإنجليزية.
- يتم تسليم المشروع في صيغة ملف pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion، وأخيراً المراجع References. وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط 12.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر 1.5 line spacing

• عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: ~~Eng. Amaal Aburumman~~ **Eng. Dr. Akram M. S. Ali**

Project:

You are required to document your role in administering a project. The project may be set in a business, social, sporting, or family environment but must be of a significant size and scale. If you do not have an actual project to write about you may complete the project hypothetically.

This report will be between three to six pages in length. This is a significant research project.

Your report must address ~~each~~ **ONE** of the following issues:

1. Identify and describe the purpose, scope, and objectives of the project. **Display this information using an appropriate tool.**
2. Describe how the team is given an outline of the project.
3. Describe the strategies that are going to be set up to maintain communication with the team members.
4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.
5. Identify project milestones and activities. **Display this information using an appropriate tool.**
6. Create a budget and link the costs to the key milestones for a project.
7. Describe how you are going to divide tasks and resources amongst a project team. **Display this information using an appropriate tool.**
8. Briefly describe how the progress will be monitored.
9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.
10. Describe the current procedure for finalizing projects. Create your own procedure and identify how you will evaluate the success of the project.
11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

Best of luck...

المشروع:

مطلوب منك توثيق دورك في إدارة مشروع. قد يتم تعيين المشروع في بيئة تجارية أو اجتماعية أو رياضية أو عائلية ولكن يجب أن يكون بحجم مناسب. إذا لم يكن لديك مشروع فعلي لتكتب عنه ، فيمكنك إكمال المشروع افتراضياً. سيكون هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك ~~كل~~ **احد** القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء موازنة وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Managing Several Project Account for your company (Portfolio)

Introduction

For a project manager, most of the time, managing multiple projects means a couple of things – a massive number of projects, a switchover from one to another, a resource-less environment, and attention dispersed throughout multiple clients and needs, and so on and so forth. Even worse, project managers are often exposed to time-consuming administrative work, such as everlasting re-planning in a spreadsheet.

The more projects you get to manage in parallel, the more likely it is that you can get limited in time. Keeping track of multiple projects becomes super difficult otherwise you have a solid overview of what's happening right now. Updating your plans is another step. Working in a multi-project environment, you'll face many changes along the way and you'll have to see how they reflect on your plans.

Before you jump to managing multiple projects, objectives, and deadlines, you need to master the art of **how the team is given an outline of the project**. Make sure you know how to create a Statement of Work with clearly defined tasks, resources, costs, and dependencies, and practiced enough to take multiple ones.

Literature Review

This paper focuses on what seems to be one of the main causes of failure: the need to management multiple project interdependencies assuring their mutual compatibility at the portfolio level. Every different project portfolio selection, therefore, could—and generally does—change either the risk or relevance of each project. This situation is exacerbated when the projects selected have no clear relation or link to the corporate strategy.

Methodology

Develop a master plan and schedule

The first step would be to put together a full list of projects, milestones, and tasks you and your team consider to be important into one connected whole. Having one integrated plan and one schedule to track all the milestones instead of a pie chart is a far better approach. Thus you eliminate the proliferation of different plans and schedules when managing resources across multiple projects.

Choosing integrated planning over other approaches, you can plan across multiple functions, levels, locations, and other settings and connect them to align operations, strategy, and financial performance to get a comprehensive overview in the end.

In fact, a master plan will let your team stick to a single project management methodology, and literally help everyone stay on the same task list page. Particularly, you'll see the benefit of having a shared plan working with cross-functional teams.

Assign work

One person can't do it all. In fact, project managers name delegation, or getting work done through others, as one of the best parts of **being a project manager**. It's also the most important management skill. Breaking the projects down into tasks, you'll need to assign responsibilities without doing it all, even if you're too hands-on. A multi-project environment will call on you to delegate or assign responsibility every time.

- Allocate a team member to a schedule activity
- Let responsibility for an action item, issue or risk
- Share responsibilities on your to-do list to someone else as part of your personal time management strategy

Decide on a resource disruption type

Task Allocation

Task allocation is essentially a slot of tasks you assign to your team. It works best when you have a list of requirements from your client that can be translated into tasks in advance.

Project Allocation

If you don't know upfront what tasks your team will be working on, but you do want to book a team member for let's say 100 hours over the next 3 weeks, you will want to allocate your team members to a project.

Review and balance the workload

To effectively manage work on multiple projects, it's crucial to spend some time reviewing the workload. You'll need to have a clear workload management strategy and visibility. So what is workload management exactly? It is the process of allocating and managing work across the team when it is in progress to see if there's a fair share of tasks, if everybody is participating, if nobody is overloaded. Paying attention to employee utilization rates, you can maximize employee performance and leave everyone focused and satisfied. Fair allocation will keep your teams confident about their work volume and increase velocity.

Have regular check-ins with the team

In addition to balancing the workloads and monitoring the progress on all of your projects, it makes sense to still get into the trenches with your team and have check-ins and one-on-ones with everyone. Managing multiple projects, many obstacles can and will appear. Be ready to listen to what your team members say as they stand on the project front lines. This way, you'll stay on the same page with everyone not only on the

screen. In fact, it is a good way to create a culture of psychological safety based on constant two-way feedback delivery.

Manage expectations

Project-based work, especially if there are multiple initiatives run in parallel, always involves a dialogue with all your stakeholders. To hold a constructive dialogue when managing expectations on several projects, you might benefit from using the pipeline in Forecast and generating customized real-time reports to show how each project is progressing (together or separately) to the stakeholders.

Results and Discussion

Managing multiple projects is a challenge within many organizations because of current practices that ignore the basics of project priorities, project categories, project standards, and multiple tool applications. Lack of priorities, categories, standards, and uniform tool applications complicates the startup and initiation of projects especially in a multiple project environment.

References

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