



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

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Course Code

(PMG506)

Advanced Project Management

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..

As the project manager for the development of a new recruitment and selection process at the local mail distribution center, I begin by meeting with stakeholders to determine the information, requirements, and needs to achieve the project goals, taking into account available organizational assets. It also identifies the communication channels that will keep them informed of updates. At this stage the team will know their roles and responsibilities, they will be provided with needed information in a timely manner. For example, the list of qualifications and skills that the company can expect from applicants for the job, and the procedures to ensure that the best people are selected for the job. How to use search engines and social media to reach the target audience and how to share, distribute, store and retrieve all project information in the communication channels such as mailing, meeting, and call as per the communication management plan. Finally, communication is monitored, and control through performance reporting, and communication channels remain active among the project life cycle. At this stage, it is important to monitor the exchange of information to ensure that the information needs of the project stakeholders are met and that their objectives are achieved.