



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

## Everyone's Smart University

### Assignment 1 (Spring 2021)

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Section

Master

Date

Thursday

18 / 02 / 2021.

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:

First will create a tracker to consolidate all the project details like, requirements, task, latest updates and due date of each task and phase. This tracker will give more visibility for the stakeholders on the project progress.

Then I'll setup meeting "Via the available meeting channel" with the organization leadership and stakeholders to identify the project requirement like, what are the qualifications, competencies, interviewing process and criteria.

Then, will setup a meeting with the project team members and convert those requirements into multiple task to be assigned on the project team member from each respective department.

All tasks will be added in the project tracker with its details and due date.

A meeting to be scheduled on daily basis with the project team members to track day to day progress of implementation. And put all progress and updates into the project tracker.

Than will setup weekly meeting with the stakeholders to follow up on the latest progress of the project and get their alignment or if there's any modification required.

A conclusion meeting will be scheduled with all stakeholders at the end of the project to handover the project to the respective team, ensure the acceptance of all parties and record all lesson learned for further improvements.