



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 ورفع 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

## Assignment 1 solution

### Understanding the project structure

As I am the project manager so I am reported to operation manager which he can give approval for my project cost and get the resources from the manager director. And I am the supervisor on project team

- 1- First we need to define project objectives  
Objectives need to distribute the local mail across the Kingdom of Saudi Arabia within 3 days from the time of receiving the mails at local center because 3 days acceptable for my customers
- 2- Ensure the project is completed within resources and budget  
Budget has been defined 500K SAR
- 3- Mechanism for monitoring the project  
By the end of each month make a report showing the path is correct and agree regular communication and check if the project needs to restructure.

### Start making project function

- 1- **Scoping**  
Boundaries for the project is deliver the shipment to customers within 3 days within cost budget 500K SAR.  
Team need: Drivers, Call Center
- 2- **Planning**
  - Make one driver to deliver the goods local mail in each region.
  - Make 1 person as call center.
  - Buy 1 car to each region for every drivers
  - Buy 5 smart phones with SIMs cards including calling and internet
  - Buy 1 laptop for the call center. and one ground phone
- 3- **Estimating**  
Got the approval from operation manager for around 250 K SAR for the above.

#### 4- Scheduling

##### FIRST MONTH

|        |                                            |
|--------|--------------------------------------------|
| WEEK   | Job Planning                               |
| WEEK 1 | Open job vacancies                         |
| WEEK 2 | Start interviewing and hiring people       |
| WEEK 3 | Define tasks and jobs for the team         |
| WEEK 4 | start with people training within one week |

##### SECOND MONTH

|        |                                                                                                                            |
|--------|----------------------------------------------------------------------------------------------------------------------------|
| WEEK 1 | . Buy a car for each driver and make the assurance and making paper.<br>. Buy SIM cards and distribute to the team members |
| WEEK 2 | . Rent room in each region for each driver                                                                                 |
| WEEK 3 | Start to distribute the team to the specific region                                                                        |
| WEEK 4 | Make project test and see all the requirements                                                                             |

##### THIRD MONTH

|        |                                                                      |
|--------|----------------------------------------------------------------------|
| WEEK 1 | Define drivers to regions                                            |
| WEEK 2 | Make project test and see all the requirements                       |
| WEEK 3 | Check and sending local mails to each region and examine the project |
| WEEK 4 | Start deliverable                                                    |

5- Organizing

Organizing teams

6- Coordinating the project

Coordinate with project stakeholders

7- Monitoring

- Check if the project, system acceptable for the customers.
- Are the mails delivered on time?
- Check if the project delivered within budget of 500K SAR

8- Closing the project.