



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 الإنجليزية.
- ☐ يرجى ضرورة التحويل إلى صيغة pdf بعد الانتهاء من الواجب ورفعته على المودل.

Instructor's Name:

Eng. Amaal Aburumman

1. Plan:

Steps:

- (What) Set project assets (objectives, policy, procedures, requirements..etc.)
- (Who) Assign tasks and allocate responsibilities
- (How) Identify communication technology/methods between team itself and the candidates with company (emails, conference call, meeting..etc)

Purpose and reasons: to make sure the right messages are sent, received, and understood by the right people.

2. Manage:

Steps:

- Identify the information management system.
- Determine how the information flow
- Arrange a regular panel discussion for
 - Interview scheduling based on the availability by (Emails, Google calendar)
 - Resolving conflict by (Meetings, focus group, brainstorming, principled negotiation)
 - Latest updates by (Emails)

Purpose and reasons: to maintain transparency across team for best decisions, and allows the team working smoothly and remain productive.

3. Control:

Steps:

- Monitor information flow
- Work performance report
- Cost performance report
- Secluded performance report
- **Purpose and reasons:** to keep the management updated, and project on track to meet the expectations.