



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

Thursday

18 / 03 / 2021.

Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- 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

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 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. سيتمكنون هذا التقرير من ثلاث إلى ست صفحات .

يجب أن يعالج تقريرك كل من 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 ميزانية 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..

Project: Establishment of Administrative Procedures

Introduction

The ABC Company Limited, Saudi Arabia established in the year 2020, with an objective to provide consultancy for Construction Contractors in Saudi Arabia. The newly established organization requires an administration team to ensure that all the employees in the organization are registered with necessary organizational administrative procedures as per the Saudi government authorities like MoL, GOSI, and avail essential organizational requirements like a valid Medical Insurance, etc.

Role:

The Project Administrator is responsible to identify the requirements for all the organizational procedures, including renewal of iqama, medical insurance and other licenses to ensure technical staff is involved in operational activities, without the administrative burden.

1. Scope

The scope of this project is to identify, schedule and organize tools for all the essential employee related information, approvals, licenses, including but not limited to residence permit, health insurance, GOSI license, MoL approvals, etc.

2. Purpose

The purpose of the project is to ensure that all employees in the organization have been registered and have the current license, as per the rules of the Kingdom of Saudi Arabia.

3. Objectives

The Objectives behind the project are as follows,

- To ensure adherence to rules and regulations within the Kingdom of Saudi Arabia
- To ensure all employees have valid residence permit,
- To ensure employees avail a standard health insurance for their health issues,
- To ensure that all engineering staff are registered with Saudi Council of Engineers
- To ensure GOSI license for the organization is valid,
- To ensure best standards of Human Resource practices.

The Project Team is provided with an outline of the with a document called the “Project Charter” that describes the Project Scope, Purpose and High-level objectives.

4. Communications

The Communication Plan for the project is defined after the identification of the project team. Which is as below,

Type of Stakeholders	Mode of Communication	Frequency
Higher Management	Email	As required – for project related requests
Project Team	Microsoft Teams / or other modes with a group discussion mode	Daily, Constant updating of project requirements
Employees	Broadcast Messages / Emails	Update employees on their status
External Stakeholders	Email	As required / need based
Government Entities	Letters	As required / need based

5. Success Criteria

The project desires to complete the stated goals and project objectives within 3 months of its inception, these goals are monitors in terms of KPI's with respect to date and percentage of the achievement of its individual goals.

- ✓ Goal-1: Ensure all employees information is documented within internal system,
- ✓ Goal-2: Ensure all employees have all required permits, licenses,
- ✓ Goal-3: Provide health insurance for all employees.

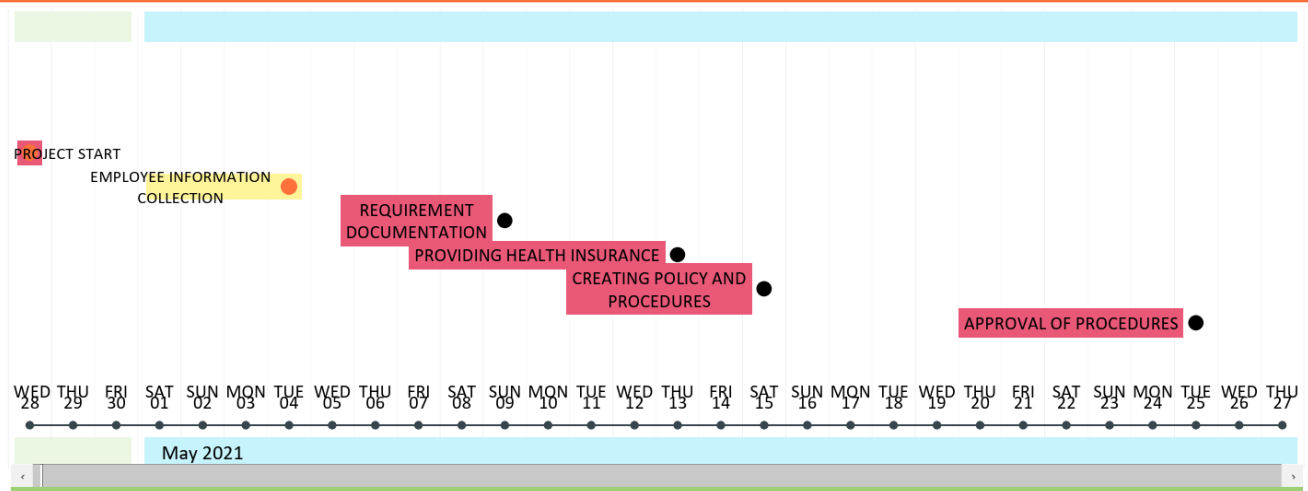
Project Goals	Start Date	Target Date for 100% Completion	Target Date for Completion of 50% Employees	No of Employees	No of Employees (service provided)	Actual Completion (%)
Goal – 1						
Goal - 2						
Goal - 3						

6. Project Timeline and Milestones

The Project Timeline and Milestones are defined at the beginning of the project, during the project plan. The Work breakdown is produced, breaking down the project scope into simple manageable units that can be assigned individual resources, including manpower and material.

Different tools are available to prepare a Project Timeline, including Microsoft Excel, Primavera, Microsoft Project, etc, the below high-level schedule for the project is created with Microsoft Excel.

PROJECT TIMELINE



ENTER START DATE: 4/25/2021

ACTIVITY	START	END	NOTES
Project Start	4/28/2021		
Employee Information Collection	5/1/2021	5/4/2021	
Requirement Documentation	5/6/2021	5/9/2021	
Providing Health Insurance	5/13/2021		
Creating Policy and Procedures	5/13/2021	5/15/2021	
Approval of Procedures	5/23/2021	5/25/2021	
Internal publication of Policies	5/27/2021	5/29/2021	
Project End	5/31/2021		

7. Project Budget

The Project Budget is created based on the above timeline or the tentative schedule, resources are allocated, and pricing is done as per man-hours or the values available from the standard market rate.

Sl. No	Description of Work	Unit	Quantity (A)	Price / Unit (B) (in SAR)	Total Cost (AxB) (in SAR)	Remarks
1	Employee Information Collection	Manhours	16	100	1,600	Manhour prices is for one employee working two days
2	Requirement Documentation	Manhours	48	120	5,760	Manhour prices for two employees working 3 days
3	Providing Health Insurance	Per Employee	50	4500	225,000	Estimated cost of health insurance available from market prices
4	Creating Policy and Procedures	Manhours	30	120	3,600	Estimated manhours for the work for 3 employees
5	Approval of procedures	Manhours	10	250	2,500	Estimated 10 hours for senior management review and approval
6	Internal publication of policy and procedure (soft copies)	Manhours	2	120	240	Estimated manhours for ensuring handing over of the information to needed stakeholders
7	Internal publication of policy and procedure (print materials)	Per employee	50	20	1,000	Estimated cost of printing the policy documents for all employees
Total Estimated Cost for the Project					239,700	
Total Budgeted Cost (adding contingency reserves of 10%)					263,670	Contingency reserves are added to the estimated cost to ensure any risk in project estimation or scope is covered

Reference:

1- Mr. Haytham EL-Rez (My Manager)

Director, Industrial Projects, in Emcan Consultants & Engineers

2-Mr. Mohammed Asim

Senior Engineer - Quality Assurance