



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. . 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.