



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

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Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

Thursday

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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

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

Advanced Project Management

Assignment 1

This document describes the communication management process, within the local mail distribution center for new project that will enhance the selection and hiring process for the new employees.

As the project manager for this project, must determine the stakeholder's requirements, to organize and document the process and types of communications, also must recognize, and understand the differences of the backgrounds for the team's members for that messages must be deliver in the clearest way, ensure the message was accurately received and obtain the feedback.

Identifying the requirements will lead to Identifying the appropriate communication channel either through 'Email', 'phone', video call or reports. Provide the communication structure document which will include details on the communicated information where the information was originate, to whom it was sent, in what format and if it is acceptable or not. Communication meetings and due dates schedules and clarify the escalation process. Create progress report to document the progress of the report at each stage, what accomplished, what is pending, and if the project is meeting the deadlines to keep the stakeholders informed about the project status and how are resources are used to accomplish the objective.

Plan and schedule communication meetings with clear frequency, modes, channels, and objective. Resolve pending issues and conflicts between different teams and document the output of the meetings. avoid unnecessary meetings, so technical teams can focus on the technical work. Keep the project communication plan updated and set the update instructions for others. conclude the project with project closure report that include the lessons learned from the project, formal stakeholders' acceptance, and project archive checklist