



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

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 الانجليزية.
- ☐ 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

If I were a project manager who is been assigned to this kind of project I would start the following process. First, suppose the project charter is already signed that will have the list of stakeholders. In addition, I have to review the stakeholder's register to prepare all need information about them. Moreover, I need to find the template and the organization police, standers & best practice method to make the communication plan. However, before I proceed with the process I need to stop for a moment to identify the stakeholders. The stakeholders are any person who will affect to be affected by the project. Back to the communication plan, this plan will include everything about how you will report the project to (who, when, where, and how). Moreover, it has the details of which type of communication you will use, like (push, pull, or active). Back to our goal, as PM (project manager), I need to classify the stakeholders by using some tool like RASI, for example. RASI is categorizing them as (accountable, responsible, support, & informed). In our case, the main stakeholder will be the HR manager, HR staff, compliance team, and project team. Further, the plan will have when and with who the information will be shared. After the project's plan is reviewed and signed, I move to the next step is execution stage, in which the project manager must manage all communication during the project life cycle. For example, manage each of the following activities like a weekly report, arrange the meeting status of a project, & make some announcements for the project. Finally, the last process on the communication came to control & monitor. It needs to use some tool and technical like review, and update the communication plan and instances update the RASI matrix or any new information needs to be reflected the project documents.