

Everyone's Smart University

Project (Spring 2021)

Student Name	Mansour AlSaeed	اسم الطالب
Students I.D	2021200203	الرقم الجامعي

Section

Master

Date

Thursday

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Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس ٢٠٢١-٠٥-٢٠ 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 موحّد كما يلي:
- حجم الخط ١٢.
- 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. **سيكون هذا التقرير من ثلاث إلى ست صفحات .**

يجب أن يعالج تقريرك كل من القضايا التالية:

١. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
٢. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
٣. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
٤. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
٥. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
٦. إنشاء ميزانية وربط التكاليف بالمعالم الرئيسية للمشروع.
٧. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
٨. صف بإيجاز كيف سيتم رصد التقدم.
٩. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
١٠. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
١١. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Palace Project (Design & Build)

Project Manager: Mansour AlSaeed

Company Name: Design and construction Consultants Limited

Customer: Private Sector

Introduction:

The customer requests to design and build a new state of art Palace located in Riyadh (KSA), the project area is 3000 sq.m rounded by four streets.

The project duration is 18 months starts from obtaining an Instruction to Proceed (ITP) from the customer and receipt of the first down payment.

As an expert PM I will be applying different methodology has been gained from my studies and experience during my career path.

In order to demonstrate the above scope and objectives and other details such as stakeholders, budget, risks etc., I will be using the Business Case and Project Charter.

Business Case:

The main purpose of the Business Case is to justify the project in terms if is it worth (Profitable) and in line with our Business Strategy Plan.

Project Charter:

A project charter is a short document that explains the project in clear, concise wording for high level management. Project charters outline the entirety of projects to help teams quickly understand the goals, tasks, timelines, and stakeholders. It is an essential deliverable in any project and one of the first deliverables as prescribed by the PMBOK Guide and other best practice standards. The document provides key information about a project, and also provides approval to start the project. Therefore, it serves as a formal announcement that a new approved project is about to commence. Contained also in the project charter is the appointment of the project manager, the person who is overall responsible for the project.

When preparing the project charter, utilize the SMART method. Be Specific, ensure your goals are Measurable, Attainable, Relevant to the project, and Timely. The project charter includes:

- Purpose and objectives of the project in clear, concise language
- Requirements of the project at a very high level and without much detail
- Project description in a paragraph or two that explains the project
- Known high-level, major categories of risks for the project
- Schedule of events with the start and end dates
- Major events or milestones along the path.
- Budget or summary of how much the project will cost
- Requirements from the organization for approval, including what to approve, who will approve, and how to get the approval
- Key players or stakeholders in charge of which parts of the project and who will approve the plans to go through
- An introduction of the project manager, project sponsor, and their authority level

Ref [What is a Project Charter? | Complete Guide & Template 2021 \(project-management.com\)](#)

Project Charter

Project Name		Palace Project	
Project Manager		Mansour Al-Saeed	Organization Design and construction Consultants Limited
Sponsor		Mohammed Ali	Organization Organization name
Executive Committee Sponsor			
Document Version and Date		Version number and date of this document.	

Document Change Control			
Revision Number	Date of Issue	Author(s)	Brief Description of Change

Project Scope	
Business Need	The project is in line with our business strategy and has 25% net Profit
Project Goals	Maintain our customers' needs Increase our turnover
Product Description	The customer requests to design and build a new state of art Palace located in Riyadh (KSA), the project area is 3000 sq.m rounded by four streets. The customer requests to design and build a new state of art Palace located in Riyadh (KSA), the project area is 3000 sq.m rounded by four streets.
In Scope/Out of Scope	Design and build a 300 sq m Palace
Critical Success Factors	Complete the design of the building Appointment of Construction contractor Obtain approval from Customer Launch the project
Project Assumptions	The Utilizes connection is Customer's responsibility
Project Constraints	Time banded

Project Deliverables	Design complete Appoint contractor

Requirements

HR Support for more staff

PMO support for Project Management support

Finance and commercial Department

High-Level Milestones and Timeline

Milestones are deliverables or major events that may be readily identified as completed or not completed on a specified date. Project Milestones are 'how are we doing' thresholds that indicate whether a project is on track to finish as expected.

Enter the project's key milestones with an estimated date for the completion of the milestone.

Milestone/Task	<u>Estimated Completion Date</u>
Design	xxxxxxx
Appointment of Consturaction Contractor	xxxxxxxxx
Receipt of ITP	
Finish all sub structure	
Finish all structure	
Complete all super structure	

Enter the roles and project responsibility for each role required for the project. Enter the skills required of the role. Enter the preliminary FTE estimates for resource commitment for the fiscal

year. Enter a total of the FTE for the fiscal year. Enter the planned or recommended source for acquiring the resource.

Example: Contractor or the name of the organization that might provide the resource.

High-Level Roles

Role	Project Responsibility	Skills Required	FTE FY yy-yy	Recommended Source
Project Coordinator		BS Degree PM	1	Temporary/internal
Commercial		BS Degree Finance	1	External
Total				

Enter the preliminary budget information needed to support the project. Include costs for labor, material and other expense items. If the on-going maintenance and support costs are required by your project add this information to the high-level budget. The preliminary budget can also be broken down by major phases or key deliverables/milestones of the project.

High-Level Budget

Cost Type	FY yy-yy	FY yy-yy	Total
design	500K		100K
Tendering	100K		100K

site supervision 2			
Total Budget			

Communications Strategy

The communications strategy provides guidance in how to meet the ultimate end of project communication.

Develop a high-level statement of the general approach to communications for key items:

Project Communication Objectives

Key Communication Message

Key Audiences

Change Management Strategy

The change management strategy is a high-level statement of the general approach to change management issues for these key items:

- Anticipated change management challenges
- Key project constraints
- Key customer practices for managing change
- A concise statement of change management practices

Risk Management Strategy

Risk areas

Describe at a high level the most significant areas of risk for this project.

Critical stakeholder risk tolerances and thresholds

Include this block if the stakeholders have identified areas of risk where either risk cannot be tolerated at all or for which the risk threshold is very low

Risk management objectives

Identify the project's overall objectives for managing risk.

High-level risk management process

Identify at a high level the process to be followed for assuring risk management objectives are met throughout the project life cycle.

Risk decision makers

Identify the roles for assuring risk management objectives are met throughout the project life cycle.

Project Charter Approval Signatures

Project Manager

(Signature)

(Date)

Organization

Project Sponsor

_____	_____
(Signature)	(Date)
Name	
Position	
Organization	

Potential Sections to add:

Quality Management Strategy

The quality management strategy provides guidance in how to meet the quality objectives of the project.

Develop a high-level statement of the general approach to quality management issues for these key items:

Quality Objectives

Key Project Deliverables and Processes subject to quality review

Main Quality Standards to be used on the project

Issue Management Strategy

The purpose of issue management is to minimize the impact of unplanned for events during project execution and control, and to ensure that issues that cannot be resolved by the project team are escalated appropriately.

Option: describe at a high level any specific issue management goals for this project.

Identify the roles for assuring issue management objectives are met throughout the project life cycle. Option: identify roles for developing the prioritization and escalation rules in the issue management planning activity.

Functional Readiness Assessment

<Describe the level of preparedness, including planning and knowledge transfer, of the functional project team. Further, describe the functional readiness steps taken for the project itself, including planning and resource allocation.>

Technical Readiness Assessment

<Describe the level of technical skill present on the team, the level of technical challenges presented by the project, as well as specific steps taken to prepare for the development challenges of the project.>

Measuring Success

List of metrics for measuring success of project

