



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Ibrahim Faisal Alsaadi	اسم الطالب
Students I.D	2021200381	الرقم الجامعي

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 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.

I am a supervisor of Saudi post, and as a project manager, we are starting a project that aims to recruit more staff in the position of customer service within the next three months. Therefore, we need to develop a feasible process for staff recruitment and selection that have to follow the goals, timeline and budget constraints of the project. We aiming to make the hiring process lass expansive, faster and can be used when we need to hire an employee in an identical position while ensuring that we choose the best people for the job of customer service.

This project going to be started on the 1st of March and to be finalized by the 1st of June. Among the 1-5 of March, I am going to select the project team including two persons and let them know their roles and responsibilities. One of them determines the required qualification and skills from the applicants that will be beneficial for the company; while the other calculates and compromise the time and finance that required for the recruitment. The 15th of April going to be the checkpoint where I and the project team have a meeting and they present their work, the problem they faced and the required changes and solutions. On the 15th of May, we need to sort everything out and ensure we make a decision. On the 1st of June, we are finalizing our project.

At the end of the project, we need to review the project outcomes against the project purpose, plane and the team member to assess the project performance, knowing the areas for improvements and recommendation for the future.