



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

Thursday

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Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-08 في تمام الساعة 9 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 موحد كما يلي:
- حجم الخط 12.
- 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~~ **Eng. Dr. Akram M. S. Ali**

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~~ **ONE** 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. ستكون هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك ~~كل~~ **احد** القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء موازنة وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Replacement of medical air & non-medical air compressors project finalizing

The closing phase of the project for replacement of medical air & non-medical air compressors requires a checklist of all items to consider. The first aspect to consider is the achievement of deliverables. These are the basis for every project and it can only be completed if they are achieved. These may include issues such as the final delivery. Moreover, documents have to be consolidated and properly stored for referencing. All invoices and reports have to be properly stored in archives. Thirdly, financial finalizing is necessary and it may include ensuring that all contracts are closed and the necessary money is paid. Additionally, the project has to close with appropriate reports filed to the CEO of the company. The reports will summarize the project, deliverables, and success or challenges faced. Moreover, for the company to move to another project, transition support is needed. This support will describe the next steps and the required actions by people involved in the project. Finally, retrieval and reassignment of resources is necessary. For instance, it ensures that all resources used in the project have been accounted for. These may include machines used in manufacturing the backpacks and even the staff engaged with the project.

Other than merely following a checklist, the project finalizing requires specific steps. For this project, I will start by closing the contract with our hospital team. I will then check project scope and ascertain that deliverables have been achieved in the project. After closing the contracts and verifying scope, I will then assemble the team to review the project successes and challenges in a postmortem. I will also invite feedback from our customers, all which will be documented in reports. I will then file all paperwork including reports, invoices, and all documents used during the project. I will submit the required reports to the senior management for review and archive documents that do not need to be submitted. After all documents have been completed and archived, I will then release the resources to the administration. This will include all machines and labor used through dismissing the team used in the project.

The finalizing phase of the project for project for replacement of medical air & non-medical air compressors requires a checklist of all items to consider:

- I. Finalizing checklist.
- II. The finalizing.
- III. Termination process.
- IV. Quality control.
- V. Final report.

Project transition to maintenance mode the steps one takes to end thing will depend on whether the team they worked with takes responsibilities of its deliverables or should stop the project altogether. If all has gone as expected, then it should be time for the team to celebrate. It is so unlikely in projects that all will go smoothly; most projects always have a rough spot along the way. It may make the project to take longer than it may expect. There also inferior results than expected in some instances and also the cost may be higher than was planned. At this time is a critical stage to recognize the team's efforts and accomplishments.

Bringing the project back on course should be the first shot of the measure. It can also refer to getting back to the original plan. If this is not possible variations from the original plan should be recorded and modifications to the plan modified. The project sponsors and other stakeholders should inform of the status of the project through the agreed format and frequency. This plan should always be updated and published regularly. The reports on the status should emphasize the expected endpoints regarding cost, the schedules or timetables and also the qualities of deliveries. After most the deliverables have been made, and the consumer has accepted the final product then the project is ready for closure. There should be a review for purposes of quality.

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expected in some instances and also the cost may be higher than was planned. At this time is a critical stage to recognize the team's efforts and accomplishments.

In this stage, there may also be conflicted over schedules in this phase. It is a phase after which project resources and time have used and it a phase which a review should do. When the team has to beat deadlines, it is important to do things more quickly at this stage and adding more resources. Many project managers though tend to neglect this phase. The central question in this phase is mainly how and when the project will end. For those, concerned it may be unclear whether the project results should be a working type. Though it is usually the case in innovative, projects in which the outcome is not inevitable.

There are many different processes of terminating a project depending on factors surrounding it. For this project, termination will be due to project extinction. This is a process whereby the project is basically completed and hence should no longer be continued. For this project, the third delivery of the project and acceptance by our customer or end users will show that the project scope has been achieved with client acceptance. Extinction, therefore, will allow us to move forth to the next project, that is the next customer or product we will be dealing with.

The control process for this project will include several quality processes. First, there will be regular quality audits which will be carried out by the customer as well as internal project manager. In these audits, the product, processes, and deliverables will be analyzed. For instance, impromptu quality analyses by the project manager to check the manufacturing process compliance to the initial plan will be performed. Additionally, process analysis from initiation to termination will be performed to ensure that the manufacturing supplying and installation process is followed. Moreover, after every project deliverable, an analysis of the same by the customer alongside the project manager will be performed to highlight results and required improvements. Finally, an analysis of the costs incurred in every project deliverable against the benefits obtained will ensure project benefits outweigh its costs.

From, the overview of my approach to project overview, it is evident that termination is necessary for transition to the next project in the company. Essentially, finalizing marks the achievement of the deliverables and an effort to look back and review the project processes and success. The finalizing process will be crucial in taking account of the resources used and the processes involved in the project.

References

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