



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Adnan Talal Saud Al-Malki	اسم الطالب
Students I.D	2021202570	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..

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 ١٣٠ إلى ١٥٠ كلمة) كيف يجب عليك كمدير للمشروع أن تخطط وتدير وتتحكم في التواصل مع أعضاء الفريق لتحقيق الإنجازات. اعط اسبابا.

....مع تمنياتي بالتوفيق

Answer:

As per high level management requirement, I'm as the project manager need to supervise the process to develop and selection of new staff employee as requested by my management. So, I need to choose the right hiring process to meet the defined goals. Moreover, in this task, I should be to ensure the right hiring and selection of the right employee at the right place, so I will be defining the role and selecting the top applicants.

During the hiring process, I will focus to create the job description with the exact job requirement in the project template. It includes the purpose of the job roles and similar responsibilities. Also, interest in the eligibility criteria, knowledge, qualification, and all skill needed for the job roles. Also, selecting salary rate and other benefits based on the specific budget from my high management. And finally, I will be selecting the workplace and appropriate environment for my employee.

During the project life cycle that I discussed above, I should be managing the communication with my colleagues from other departments like the HR and finance teams, and also senior managers through the process of creating and collecting information even I can ultimately make decisions in the project that synchronize with a management plan.

Regarding the control and planning communication for the above project, I will monitor and control the communication throughout entire project period because this assists me to ensure the information needs of the project management are met. Also, I will create a document that includes some types of communications management plan like (Email, Meetings, project plans, statuses report, and etc...) because this assists me to guide communications and management analysis for my project.

Regarding my team members, indeed I will discuss roles and responsibilities with them, and I will make sure team members know what needs to be done before they get started with their tasks because it's very important to start clearly. Also, I will determine the preferred way of communication with them through (mails, calls, meetings, etc...). Moreover, I will listen to them., and also share decisions and ideas. In addition, I will respect my team because if when I treat them well, sure they will treat me well in return. Also, very important to keep my team in the loop and send out weekly, monthly update, or even daily to ensure the team involved is informed and update.