



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

Student Name	Reem Abdullah Al-Saleh	اسم الطالب
Students I.D	2021200287	الرقم الجامعي

Section

Course

Code

Thursday

Master

Date

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(PMG506)

Advanced project Management

Instructions:

- آخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة 9 مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الإنجليزية.
- 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. وإن 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. سيكون 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..

Strategies make communication remain safe for team members. Introduction:

The examination of communication is essential when all administrative functions and activities require direct or indirect contact. Administrators collaborate with and by other persons whether they prepare or organize or guide and watch. Communication is a significant obstacle for managers when they have input that leads to optimal and profitable success. This means that the communication abilities of all individuals influence personal and organizational performance (Brun, 2010; Summers, 2010).

Good communication skills are essential for success as a manager (Yate, 2009). Administrators must also strive to become good communicators.

Communication:

Communication can be described as the process of knowledge transmission and shared understanding between individuals (Keyton, 2011). It creates or exchanges between the sender(s) and the recipient of thinking, concepts, emotions, and understanding (s). Building and maintaining workplace connections is necessary (Dunn, 2002). However, contact is not made until the sender and the intended recipient have been over their knowledge and comprehension

You will be able to collaborate with your team:

Each member of the team of different team styles identifies and applies. Organize a new group with simple fundamental laws, features, and tasks. Plan and execute team sessions effectively. To solve problems, use more qualitative and quantitative measuring techniques. Task and timetable to practice. Know when to use the appropriate organization and analysis techniques

Teamwork Skills:

Four Guidelines for Effective Communication:

1. Focus on the person's actions or concerns. When attacked directly, people are defensive. Maintain the debate about the mission and the problems.

2. Make sure your words and your actions have the same message. Keep on the same page the verbal and nonverbal vocabulary. This reduces uncertainty.

3. Validate the efforts of others.
4. Congratulations on positive plans and proposals. Squad members. This makes them feel

part of the Team and promotes potential involvement.

Teamwork Importance

Katzenbach and Smith describe a team within the team's Wisdom as follows: 'The team is a few individuals with additional talents who dedicate themselves to a shared mission, achievements, and approach that they keep each other responsible for.' (Katzenbach, J. and Smith, D., New York)

Efficient teams can remove operational obstacles and increase coordination between different organizational units. (Capital Health, Calgary Health Region. 2006.)

The teams focus on five main components: objectives, responsibilities, and functions, joint leadership and decision-making, coordination, and settlement of conflicts. Each item is briefly discussed below:

1. objectives:

To work effectively, a work team must decide what the team should concentrate on, what it needs to do, and its objectives. The team has to review the targets set over time and determine if they remain true

2. responsibilities and functions:

When you have a good understanding of your primary responsibility, a work party is most creative. The team needs to assess the tasks/roles to play and ensure that the workload is split amongst the team members who can fulfill the different functions/roles.

3. joint leadership and decision-making:

The involvement of all participants depends on a successful squad. Each participant is responsible for the work team results and must also participate in the management and decision- making processes of the team.

4. Coordination:

A working team needs practical leadership skills. Unit participants must collaboratively collaborate and make sure the team works together, and the defined objectives of the work team are fulfilled.

5. Settlement of conflicts:

An efficient team can handle and settle disputes. In case of disagreements, the work party must decide what they can do and know the expertise and procedures to manage dispute resolution

Importance of Communication in the Workplace

The importance of contact in the workplace is not harmful given the fact that individuals of diverse social and educational backgrounds in an organization work together for the same purposes. If organizational managers cannot develop a transparent and consistent contact atmosphere, the culture of the workplace and employee productivity will be negatively influenced. Following is the value of good collaboration at the workplace:

1) Allows satisfaction with work:

In a welcoming workplace, where workers can offer their manager's opinions on job-related problems and their input is well-considered, they are motivated to work harder and feel respected in the organization. Organizations that promote an open and straightforward connection between the elderly and subordinates face a reduced turnover.

2) Moderation of dispute:

Open workplace collaboration can help to avoid and overcome certain disputes. Conflicts at work are quickly settled by free and direct dialogue and mutual debate, which will result in personal and professional development.

3) Relationship building:

Open contact between workers and managers or between management and staff can improve personal and professional ties. Operating interaction between employees and managers or between management and employees may enhance personal and professional relations.

4) Correct use of capital:

When an organization is exposed to challenges, crises, and controversies due to miscommunication with the workers, the day-to-day job is inappropriate. This results in waste of energy and reduces the output of work overall. So every organization must use capital better and enhance efficiency by creating an atmosphere of effective communication.

5) Enhances productivity

The most critical issue to the growth and loss of an organization is effective contact at work. Each organization has an identified set of priorities, goals, and vision. If an administrator is consistent about his/her correspondence, the dependents will know precisely what the organization needs, thereby enabling them to do the best they can.

Strategies for Effective Communication

Effective communication is not a one-size-fits-all communication. For instance, as you communicate, you should be able to talk and share your message and listen and hear what others say and watch and perceive non-verbal communication.

1) Oral Contact:

The words that are spoken are very significant when you communicate orally. The way the words are spoken, though, is as critical as vocabulary choice. Registered nutritionists can achieve successful verbal contact through the following techniques during their engagement with customers: (The Jurisprudence Handbook for Dietitians in Ontario; 2008 - Kavanaugh, R. and Niemeier, J. Supervision in the Hospitality Industry 2001).

1. Divide messages into tiny parts and slowly communicate each portion.
2. Use a steady and polite tone of voice when speaking.
3. Ensure the messages are understandable; use language that matches the audience's

expectations and level of comprehension.

4. Give adequate information; prevent overloading information.
5. Ask open questions to ensure customer awareness. The registered dietitian or registered

nutritionist must provide a successful contact mechanism.

6. Provide others with an ability to raise questions and request clarification; ensure that the

answers are in the practice statement of the Registered Nutritionist.

7. Plan and arrange in linear sequence communications that show the key points.

2) Paying attention:

Just as critical as talking is listening. It should, however, be remembered that reading is not the same as hearing. Those will best do the above with good listening skills:

1. Appreciate more clearly what is demanded of them
2. Change the voice to satisfy others' needs.
3. Act as a work team more easily.
4. Make connections to others.

3) Non-Oral Contact:

For instance, both parties will communicate the following messages during a verbal conversation between two persons: (Kavanaugh, R. and Ninemeier, J, 2001)

1. Facial Speech:

The appearance of a person's face reveals many things about his attitudes and feelings, transmitting feelings like satisfaction, agreement, uncertainty, resentment, nerves, defensiveness, embarrassment.

2. Eye Contact:

According to Canadian culture, people who retain eye contact during conversations give the appearance that they are positive, involved, and active in the interaction. Many that avoid making eye contact during discussions, on the other hand, frequently give the appearance that they are quiet, uninterested, and potentially dishonest.

3. Gestures:

An individual's movements often say something about his mood or emotions. Nodding can show that a person believes or understands what he or she says. An anxious,

uneasy, or nervous individual may play with their hair or with the finger, drum his fingers, or with a plumb.

4. Physical Space:

Both people need some physical space between themselves and another person. The necessary length depends on individuals and the form of partnership. Most people in North America have a comfort zone of 60 to 120 cm (2 to 4 feet) with their families and friends.

4) Communication in writing:

Writing is one of the most challenging means of expression for many individuals. However, in many cases, writing is a better way to communicate because it is more concrete than verbal

conversation and has little space for misinterpretation, errors, and mistakes. ("Writing Skills: Communicating With Words." Available from http://careerplanning.about.com/cs/miscskills/a/writing_skills.htm)

The following techniques will help Registered Dietitians and Registered Nutritionists improve the effectiveness of their written correspondence:

- • Write accurately, succinctly, organized, ensure a coherent flow.
- • Make sure that correct orthography is used, especially on behalf of individuals and firms.
- • Evidence read attentively, do not depend on spell checks.
- • Use proper grammar.
- • Use the reader's vocabulary, skip slang terms, symbols and abbreviations.

Summary:

Communication is a two-way mechanism through speech, writing, hearing, and observation, as people exchange thinking, emotions and feelings. Good communication is the essential strength of both registered nutritionists and nutritionists

The contact method works when the sender delivers the packet, the recipient receives it, and both parties understand the message. The sent person must

ensure that the recipient answers the news and that the received message is delivered.

References

1. Akua Ahyia Adu-Oppong & Emmanuel Agyin-Birikorang, COMMUNICATION IN THE WORKPLACE: GUIDELINES FOR IMPROVING EFFECTIVENESS, (September-October, 2014)
2. Communication & Team Work, 2008
3. Frances A. Kennedy, 2008, Successful Strategies for Teams Team Member Handbook .