



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

Monday

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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..

First , I would start with the review of the vision and mission of the organization to understand and realize what will make the organization satisfied.

Then I will start gathering all information including resources and budget.

I will meet with the project board and sponsor (If is possible).

After I finish my planning, I will start building my team. My team will consist of members including:

- 1- Processes manager
 - 2- Quality manager
 - 3- Communication manager
- The **processes manager** will be responsible for the activity of documenting, managing, and continually improving the process.
 - The **quality manager** will be responsible for the processes & activities that determine quality policies, objectives & responsibilities to ensure that the project satisfies the needs for which it is undertaken.
 - The **communication manager** is the most important manager in this project because the distribution mail center has very big communications channels. And he/she will be responsible for the processes required to ensure timely and appropriate, planning, collection, creation, distribution, storage, retrieval, management, control, monitoring, and the ultimate disposition of project information.