



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

Thursday

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Course Code

(PMG506)

Advanced Project Management

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.

I am as project manager I must apply planning, gathering the team to explain the process, the tasks for each one. Monitoring the team, and be leader of the team cohesion by sharing the information, and build on it a teamwork and run effective meeting at all organization level internal and external. Based on that communication planning process it will have the clarity to understating, and can be able to perform the job completely. First I will create a system for delivering the mail ERP system named on our company. It's functional from the sender to the receiver. It allow to see the process getting deliver from the store to the truck to airports to city to city to warehouses to the final user that show a code to every single mail or packaged have been sent by our mail distribution center to provide the customer updated if the shipment not receive or weekend off, and can avoid the case of fault of delivery by receiving a code on the phone of attracting the shipment and estimated time of arrival. Also this system help to connect all the team from customer care, finance, logistic, truck driver and the customer satisfaction. So as manager I can see everyone performing their job by timing and also staying on track and everyone provide a mission to other by point of finishing to start other by the circle of this ERP system I created.