



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

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 130 إلى 150 كلمة) كيف يجب عليك كمدير للمشروع أن تخطط وتدير وتتحكم في التواصل مع أعضاء الفريق لتحقيق الإنجازات. اعط اسبابا.

....مع تمنياتي بالتوفيق

To achieve the desired achievements of the project, you must do the following:

1-COST: Determine and distribute the total cost of the project.

2-SCOPE: Determine the scope of work and business in line with the absorptive capacity of employees.

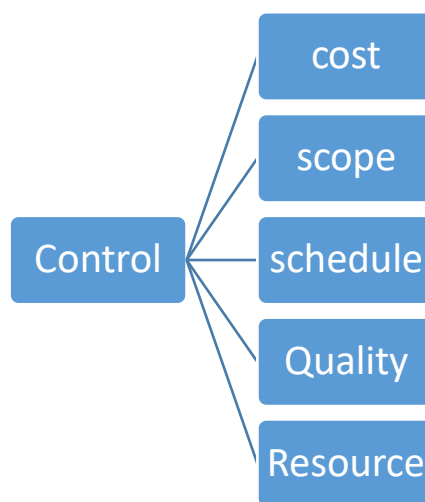
3-TIME: Determine the timeline for project completion.

We are now doing a quality assurance process for the project (Quality assurance)

4- Schedule: Define and schedule tasks, time and cost, and define outputs with a date for each event.

5- Resource: Determine the project's human resources and other resources.

Now, if we accomplished the previous steps well, we have completed controlling the **control** process.

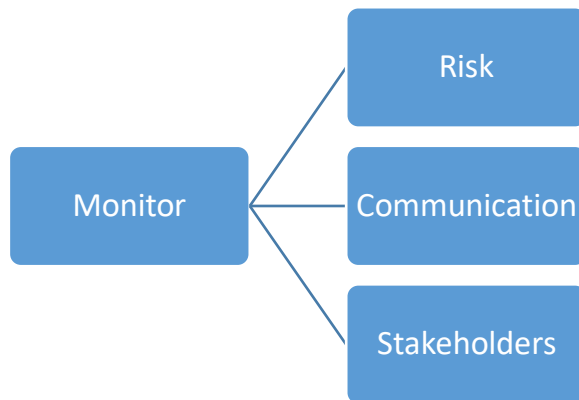


6- Risk: Identifying all kinds of risks that may arise in the life of the project (Hazard risk - opportunity risk - compliance risk - control risk)

7- Communication: Defining responsibilities, tasks, and communication mechanism clearly.

8- Stakeholders: Determine the relevant parties and their responsibilities clearly.

We are now setting the **monitoring** mechanism for the project.



And there is something might happen between the Team:

- Functional Conflict
- Dysfunctional conflict

Negotiation: The main role of negotiations is to resolve Conflict

And there is how many ways to do it- Principled negotiation is defined by four points:

1. Separate people from problem
2. Focus on interests, not positions.
3. Invent options for mutual gain.
4. Insist on using objective criteria.

And finally, determining the exact time for the completion of the project and taking decisions on time, considering all the previous matters