



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Mahmoud Yousef Alashour	اسم الطالب
Students I.D	2021200008	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

a. Plan Communications Management

- Gather Stakeholder Information Requirements.
- Stakeholder and team assignment.
- Organizational Assets.
- Prepare Project Documents for information distributed.
- Set Communication Model and tools to represent communication process (Email, project management software, faxes, telephones, teleconferencing systems)
- Communication Methods for sharing information (Interactive, push & pull communication).
- Techniques (reporting guidelines, templates, meeting ground rules, decision making processes, problem solving approaches, and conflict resolution).
- Communication requirements analysis (number of channels, stakeholder responsibility, relationships, legal requirements, internal and external information).

b. Manage Communications

- Creating, Collecting, Distributing, storing, retrieving and disposing of information.
- Meeting management to support the actions of communication planned.
- Networking to interact with others to exchange information.
- Manage conflict by Negotiation to resolve problems.

i. Dysfunctional Conflict Management:

1. Mediate conflict (Principled Negotiation) (Win/Win).
2. Arbitrate conflict.
3. Control conflict.
4. Accept conflict.
5. Eliminate.

c. Control Communications

- Performance Report to control the variances.
- Meetings to make decisions for changes.