



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

Thursday

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Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- 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. وان 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 line spacing 1.5
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: Eng. Amaal Aburumman

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 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. سيتمكنون هذا التقرير من ثلاث إلى ست صفحات .

يجب أن يعالج تقريرك كل من 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 ميزانية 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..

Project Scoping (Build A House)

Introduction

In any project, you must start with a goal or specify your purpose of this project. You may need to improve service or produce new product we may call it a unique output. In this case, we are going to focus on one of most important process in the project management that called “scope management”. This process works as a navigator for the project manager, it is helps him to identify the work packages which are the main component of scope baseline. Scope baseline in the project management works as the bones in human body, without it you cannot let your project stand. From scope baseline, we could clarify our time budget and cost budget which known as schedule baseline and cost baseline, respectively. From those three baselines we may expect the project’s budget, time, and scope.

Many people confused about what is the differences between project scope and project objectives. The two terms are different from each other one work as a point we aim to achieve it, and other one is the total work needed to achieve it.

- **Scope:** The totality of outputs, outcomes, benefits, and the work required to produce them.
- **Objectives:** Predetermined results towards which effort is directed. Objectives may be defined in terms of outputs, outcomes and/or benefits.

Everyone needs home, Maslow’s Hierarchy of Needs ^[1]; show our most basic needs as humans. The second need is Safety and Security, and this could not happen if you do not have a home.

1. Maslow's hierarchy of needs is a motivational theory in psychology comprising a five-tier model of human needs, often depicted as hierarchical levels within a pyramid.

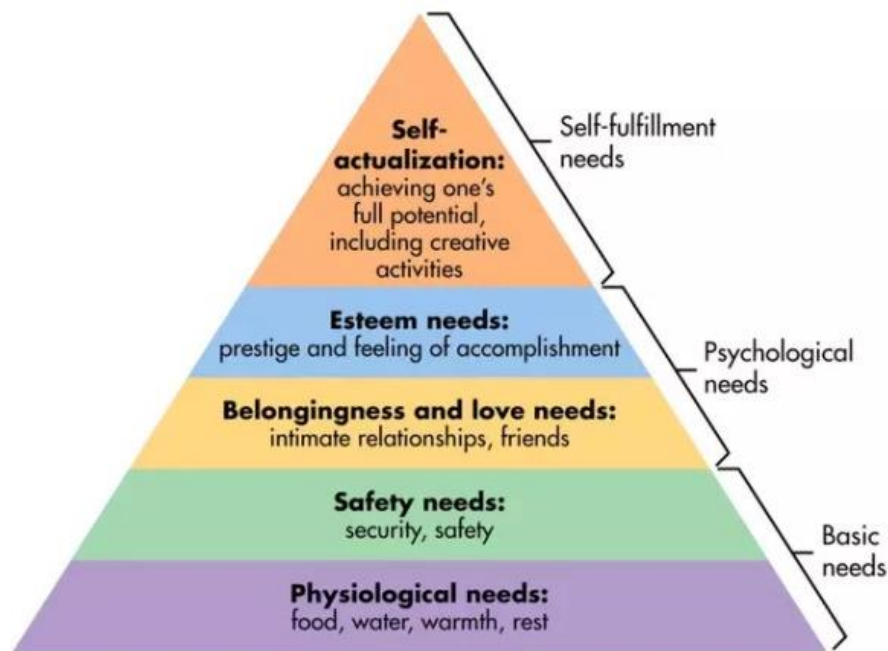


Fig 1: Maslow's Hierarchy of Needs

Our project is to build a house for a family consists of five members, parents, two boys and one girl. The family do not have privet car driver or servant. Also, they have only one car. They decided to build two floors house with one car parking.

Literature Review

There are many ways or methodologies that you could use to define the scope of any project. We are going to list some of them and continue our research after choosing one method. At first, we should know that it is not about which one is a correct methodology to choose or not, but our method of a scope management should be chosen based on environment of the project.

- **We start by PRINCE2:** The scope is limited to the management aspects of project work. Out of scope are specialist aspects, detailed techniques, and leadership capability.^[2]

- **PMD Pro™:** Covers key skills of project management such as managing human resources and managing the supply chain. ^[2]
- **Project management institute (PMI):** has six steps; we will go through it in our methodology.
- **PMCDF (Project Management Institute 2007):** scope process: Preliminary scope statement reflects stakeholder needs and expectations, Project scope agreed, Project scope achieved, and Project change is managed.
- **GAPPS (Global Alliance for Project Performance Standards 2007):** scope process is one which is Define the work of the project.

Methodology

PMI process in defining the scope is the best methodology we must use. In our project we are going to choose PMI method for multi reasons. In **Table 1** we show these reasons in that pushed us to work through it.

Table 1: Why we choose PMI process:

	Culture	Difficulty	Professionality
Why we choose the PMI process.	People in KSA, used to work on PMI process.	PMI has the easiest process; it is clear to understand and easy to work with.	Most of Saudis have PMI certifications. (PMP, CAPM, RMP ...etc.)
Other Institutes	Only few knows about them.	It different from PMI process.	Only few Saudis have certifications.

2. Comparing PRINCE2 and the PMD Pro.

In PMI, there are six main steps in scope management process^[3]. We will define them shortly and then, use them to identify and determine project's scope. The steps are:

1. Plan the Scope

In this step, the main goal is to find the direction and guidelines of plan scope management. It is important because it clarify the how the scope will be validated and controlled. Also, has big impact on cost and time budgets.

2. Collect Requirement

Starts with, collecting stakeholders and their requirements and make a document of them. As much the requirements are detailed as the scope creep is minimized.

3. Define the Scope

Description of all requirements details of the project. It has main output which is Project Scope Statement that (Deliverables). This step gives us the Scope Baseline.

4. Create Work Breakdown Structure

It is also known as (WBS), it is the process of dividing the deliverables to much tiny pieces called (Work Packages).

5. Validate Scope

Here you need to ensure that all requirements of project are listed. Then, you can present the scope to client to validate it and take acceptance from him.

6. Control Scope

Last step will go through project life, it is all about monitoring and controlling the scope and its changes.

3. Comparing PRINCE2 and the PMD Pro.

We going to show you a summarize of these steps in the next **Table 2:**

Table 2: PMI Project Scope Management Process.

Process	Details
Plan the scope	• Project Name: Paradise Villa. • Project Objective: Build a house with two floors. • Duration: 18 months. • Budget: 1.5 Million. • Location: Jeddah.
Collect requirements	• Using many ways to collect the data such as expert judgment, interviews, stakeholders list...etc. • All these inputs give us Requirement Documentation; a list of every stakeholders with his needs.
Define the scope	• Project Constrains: National Vacations and Local Laws. • Project Scope: 400 sq.m Villa (3 Bedrooms – 4 Bathrooms – 1 Living Room – Kitchen – Car Park – Guest Room).
WBS	See Fig. 2
Validates scope	Take Accepted Deliverables from client after applying quality control.
Control scope	In this Step you must monitor the project to keep it in the range of the scope.

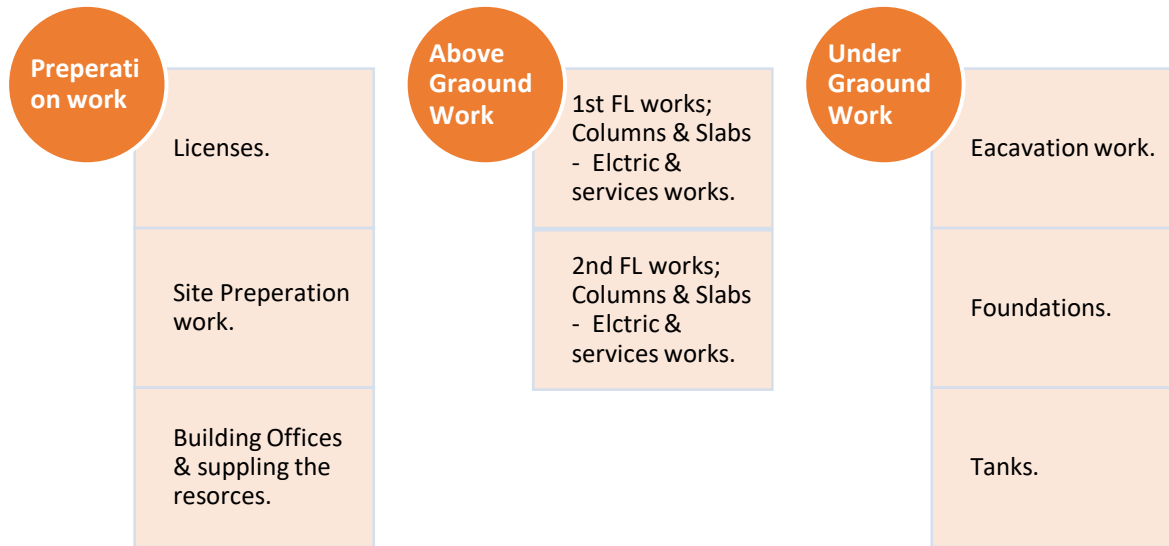


Fig 2: Simple form of WBS.

This step will help us to produce the scope baseline.

Discussion

After using the PMI process of defining the scope, goal, and objective of the project. We could see that how it was easy to follow the steps. Every step has been designed to cover all kind of projects; constructions, IT projects, business...etc. the steps have a lot of details you could go deeper in the step's details for more accuracy in the work. But you for small project you do not need many details.

By reading about this process, you may see pros and cons based on your perspective. For example, if have a mega project (city level) you could find this way much better due to its detailed steps. It will let your work be more documented. In other side, if your project is small and have same constraints and objectives you may find the process is repetitive, boring and take a lot of time and effort.

At the end, choosing any kind of process does not matter, what really matter is this process suitable for your project? Is this process will be understood by culture and the team you work with? Is it make your management easier or not? This is what you should think about.

References

1. Ruth Murray-Webster and Darren Dalcher (6th edition). *APM Body of Knowledge*.
2. Qais Hashil Salim Al-Rubaiei, Faizatul Akmar Abdul Nifa, and Suria Musa (2018). *Project scope management through multiple perspectives: A critical review of concepts*
3. CARL MARNEWICK, WIKUS ERASMUS, NAZEER JOSEPH (2016). *Information technology project managers' competencies*