



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

Developing a New Staff Recruitment and Selection Process Project in the Local Mail Distribution Center

I. Introduction

As a project manager of “develop a new staff recruitment and selection process” Project, it is required to set up the objectives and expected outcomes of this project. First of all, it is needed to define up the scope of the project noticing that it is not going to intersect with other routine process under same type of category.

II. Scope

Reviewing the current R&S (Recruitment and Selection) process, it includes for example, documents used in the process, stakeholders (i.e. HR, concerned departments) and records of previous employees. Determining which tools and techniques, which can be allocated/proposed by top management (GAP combined with Weighted Matrix Analysis), after meeting with stakeholders of the project. Regarding timeline, it has been found that a weekly meeting would waste time of the team in addition to distraction off the objectives. On the other hand, monthly meeting would mostly create a sort of conflict and shrinkage of schedule in case of modification or change requests. So, as a project manager, it is decided to have semi monthly meeting (as a communication channel), since this is three months project, and the progress will be tracked up every two weeks balancing between allocating adequate time to project team for execution the different project phases and effective tackling for any obstacles might encountered by the team.