



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. وإن 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 1.5 line spacing

• 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. سيتمكن 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..

Documenting your role in project management

Introduction:

To manage any project effectively and successfully, the project manager must possess the ability to lead his team and the direct related parties with high skill and competence beyond the administrative powers that may be given to him by the higher management of the body to which the project belongs, such as being able to reward or punish the members of the work team in order to obtain What is meant by that team. Of course, the project manager cannot gain that leadership ability unless the team members have complete confidence that what he does or asks for from them will lead to the success of the project and this will reflect on them in the affirmative. The dynamic and changing nature of projects increases the complexity and difficulty of leading a team for any project, including the nature, behavior, skill, experience and personality of team members and the project manager.

Importance of research: It is the knowledge associated with a set of tools, principles, and techniques used in the auditing, control, monitoring, and project planning processes, and project management is defined as the application of planning and organizing all the special resources in the company in order to implement a specific project for one time only.

Research objectives: These demands involve a real challenge to effectively manage time and prioritize efforts and their impact on your team members to do the same thing. Controlling and monitoring work well will maintain project momentum and allow at the same time to continue and complete activities that are not related to the project as required.

Research methodology: Inductive research is a way of describing a certain thing, which leads to the conclusion of something else, so when used in logical thinking, this means gathering information and arriving at results using observation.

The first topic: the concept of project management

Projects are considered one of the means by which organizations and societies develop to achieve balance, regardless of whether they are service or profit projects. With the aim of achieving comprehensive development and upgrading the capabilities of organizations and individuals, bearing in mind that project workers must possess basic skills; For choosing the project, managing it, in addition to having the information related to the project goal, how to plan it, its phases, organizing its components, and evaluating the activities related to it. It is worth noting that project management is of great importance. As it contributes to transforming ideas into practical reality that would enhance the means of management, activate the optimal use of resources, and divide profit and service activities.

Hence, it was necessary to shed light on the concept of project management, where the word (project) appeared in the dictionary as the noun of the object of the verb (prescribed), it is said: proceeded in action; That is, he took in it, started, and waded, and it is said: he prepared a new project; That is, what is prepared in one of the fields, and presented in some form, or a plan, to be studied and decided on the horizon of its implementation.

As a terminology, the project was defined as: "an investment process consisting of an integrated set of activities that are carried out during a specific period of time, according to designs and production energies directed at serving desired, specific, and agreed upon goals."

With regard to project management, many definitions were mentioned that are related to it, including the following: The book (PMBOK) defined it as: "a temporary activity that is started in the production of a product, service, or unique result. That the projects have a beginning and an end, and the end is reached when the goal is achieved, or at the end of the project, due to the inability to achieve its goals, and the word (temporary) does not mean that the project period is short; the word temporary may last for years.

It was defined as: "the application of knowledge, skills, tools, and techniques to achieve the requirements and objectives of any project."

It has been defined as: “A set of organized activities directed towards optimal employment, better utilization of appropriate resources, and aimed at achieving clearly defined project objectives, by relying on various methods, methods of adequacy and effectiveness, within a specific set of conditions, or constraints.”

Based on the above, it can be concluded that project management means: the processes of planning, directing, organizing, and controlling various resources; With the aim of achieving certain goals, within a specific period of time.

The second topic: the stages the project is going through

The project life cycle consists of several stages, as follows:

1. The feasibility study of the project (English: Study Feasibility): In this stage, the idea related to the project is invented, and the importance and feasibility of the project is researched. Planning for the project (in English: Planning): The idea is transferred to the planning space, so that the objectives of the project, the activities related to it, and the groups benefiting from it are clarified, and among the most prominent planning stages at this stage: Determine the areas related to the activity. Statement of priorities. Create alternative plans. Approval of the plan. Getting started. Resource allocation (in English: Resources Appraisal): so that the necessary financial and human resources are studied; To implement the project, and the work teams whose roles are distributed among them, in addition to distributing people, and providing all the equipment and financial resources needed by the project.
2. Implementation of the project: where the implementation of the project will begin, noting that the importance of project management appears during this stage; It ensures that it is implemented according to plans, while making the necessary improvements. To modify deviations from the path of the drawn plan.
3. Monitoring (in English: Monitoring): in which the project is ascertained according to what has been planned and in the correct manner, which helps to provide the necessary information on the level of performance, and to identify deviations based on the comparison between actual performance, what has been planned, and follow-

up work teams , Financial activities, and all resources, and the extent to which the desired goals are achieved.

4. Project evaluation (English: Evaluation): It is an objective and methodological measurement. To show the suitability of the projects that have been completed and that are still being implemented, the extent of their success, and their performance, noting that this matter helps to ascertain whether the project planning and implementation proceeded according to what was planned, based on three entrances, namely: the evaluation of objectives. Evaluate procedures. Evaluate the results.

The third topic: successful project leadership skills

In order for the project manager to manage it successfully and effectively, he must possess several skills, which are:

- Organizational skills: where he is able to implement the required activities according to the set plan and according to the specified budget, and he must maintain the quality of work, which means the success of the project, so he is responsible; To ensure project implementation and success.
- Problem-solving skills: where he is able to face the risks and problems the project is exposed to. So you can still control things.
- Communication skills: Characterizing these skills is essential for the project manager. It is considered the meeting point, and communication between the supporters of the project, its beneficiaries, and the working teams in it.
- Leadership skills and interactions with others: where he is able to organize work among all project members and direct them towards achieving the desired goal, and this requires him to have interpersonal skills and leadership skills, which means motivating them properly. It is worth noting that the project manager must be aware of the nature of the people of the area in which the project is being implemented. So that he can deal with them well.

Conclusion:

There is no project that does not face many problems in the stages of its implementation and here lies the art of project management by solving these problems at the highest speed, because any delay in solving these problems will come back with delay in the final delivery date or may cause failures in the stages that follow the stage that occurred Where the problem is.

This was a set of project management tasks that must be taken into account when implementing any project. We hope that it will help you get a brief idea of this broad and complex field that needs a lot of knowledge and experience.

Results:

1. Demonstrate proven skills in using project tools and techniques.
2. To be in line with established business practices and methods.
3. Demonstrate effective team leadership skills.
4. Work with people you do not know and whose behavior you cannot predict.
5. To be limited in authority in securing resources.
6. Maintain control in risky situations.
7. That you have to work in various departments and departments.
8. Maintain the agreed schedule, despite other problems and issues that arise from time to time.

References:

1. Faisal Al-Quraan, Project Life Cycle and Management, page 4.
2. "Definition and Meaning of a Project in the Collective Dictionary of Meanings", www.almaany.com, read it on 5-7-2021.
3. Abdul Rahim Muhammad (2014), Project Management: Characteristics and Risks, pp. 49-60-58.
4. Nasser bin Ibrahim bin Saad Al-Muhaimid (2017), Professional Project Management According to PMI Methodology, Riyadh: King Fahd National Library, page 14.

5. Abed Ali (2011), The Role of Planning and Control in Project Management Using Network Analysis, Tlemcen: Abu Bakr Belkaid University, page 42.