



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

## Everyone's Smart University

### Project (Spring 2021)

|              |                                                      |               |
|--------------|------------------------------------------------------|---------------|
| Student Name | Ahmed Safar Ahmed Al Asmari<br>أحمد سفر أحمد الأسمرى | اسم الطالب    |
| Students I.D | 2021201021                                           | الرقم الجامعي |

Section

Master

Date

Thursday

18 / 03 / 2021.

Course Code

(PMG506)

## Advanced project Management

### Instructions:

- آخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة 9 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 موحّد 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. سيكون 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..

# Construction of storage warehouse

(Note: All the information in this project is hypothetically)

## **Project Purpose:**

Due to the current expansion of the organization, it is required to establish a storage warehouse.

## **Project Objective:**

The objective of the WH is to provide shelter and protection for valuable organization equipment.

## **Project Scope:**

The scope of the project is limited to the construction of the WH, barrier fence, and all required systems needed to make the warehouse functioning properly such as (HVAC system, fire-fighting and alarm system, etc.)

The above-mentioned information is provided within the project charter document.

**Project name:** Improve order fulfillment process to reduce lead time and increase revenue.

**Date:** 2/19/2019

**Project manager:** Phil Acres

**Project sponsor:** Anna Yost

**Purpose:** The purpose of the project is to cut fulfillment order lead time by 50%, so we meet specifications set by Your Home Delivered and become their preferred furniture supplier.

**Description:** Design and develop new order fulfillment processes to help land \$1 million deal with Your Home Delivered.

**Objective:**

- To become Your Home Delivered's preferred supplier by the end of the year.
- To become a lean fulfillment center and operate with 50% less non-value added time at each step.

**Project specification:**

- Consistently fulfill all orders placed by Your Home Delivered before due date.
- Maintain same amount of employees while processing 50% more orders within six months.

**Budget:**

- The project has a budget of \$258,000 - \$100,000 for new processes and \$68,000 for miscellaneous and overhead expenses.

**Deliverables:**

- Customer satisfaction report.
- Cross-docking practices performed at warehouse.

**In scope:**

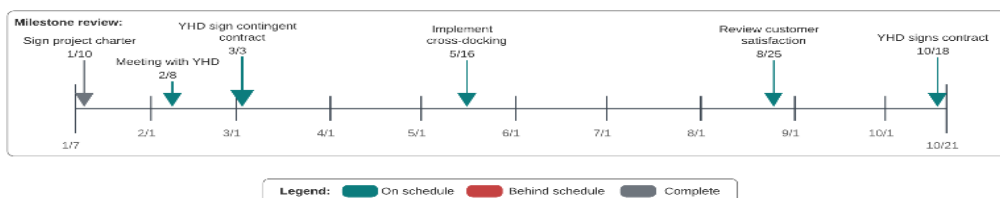
- Update current receiving process.

**Out of scope:**

- Identify cheapest carrier services.

**Project risk:**

- Shipping carriers have limited flexibility, and it might be hard to make adjustments to our current shipping schedule.



“Example of a Project Charter”

## Team Members Initials and Main Roles

Project Manager – Civil Engineer – Mechanical Engineer – Electrical Engineer –  
Quantity Surveyor – Document Controller – Technical Lead.

## How Team Will Be Given The Project Outline

The kick off meeting is held with all the required attendees including the project team and main stakeholders. During the meeting, all project outlines will be established and communicated to avoid any future confusion while planning or executing the project.

## Communication Strategies And Tools (Internal And External)

Project's main communication medium will be through emails, to assure proper documentation of all project related communications.

## Project Goal, Time Frame, And Budget

Goal: to successfully deliver the project on time, within scope and budget.

Time frame: 1 year.

Budget: 1 million SAR.

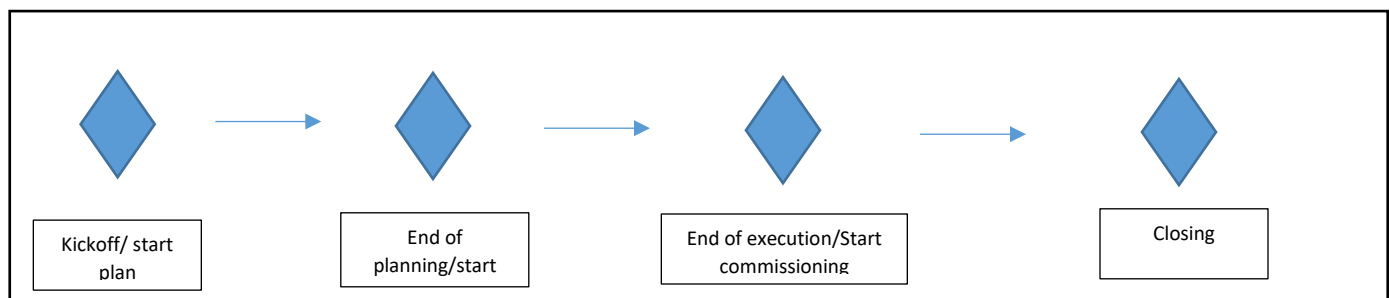
## Tools To Monitor Goal And Time Frame

Software: MS Project/ Spread Sheet.

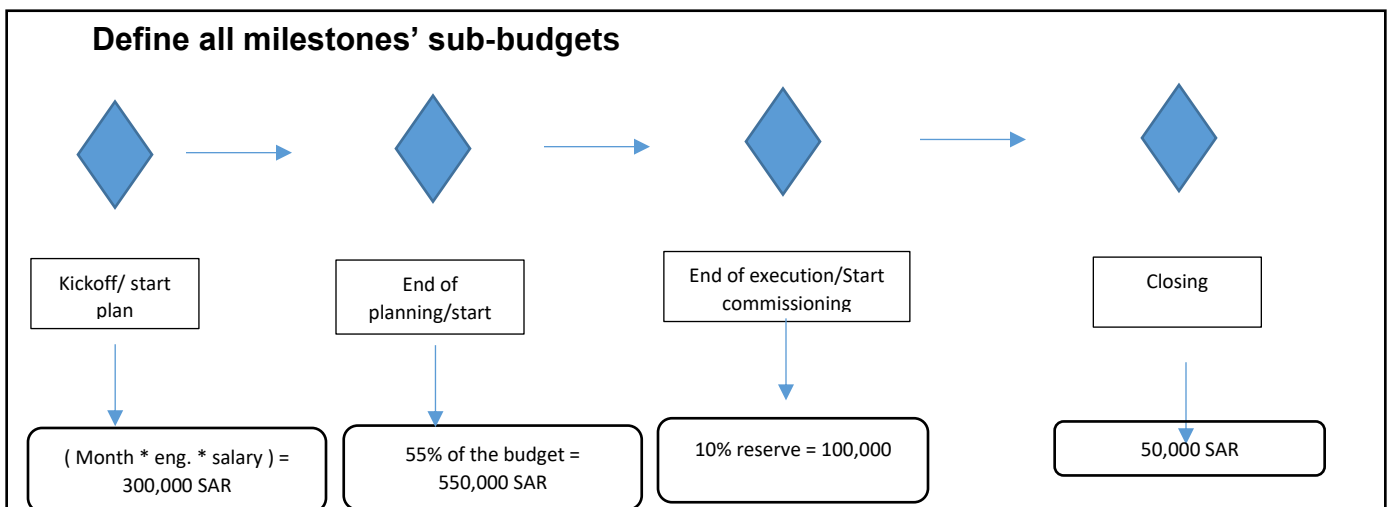
Skills: Effective communication / Daily follow up

## Define Project Milestones And Activities

- Kickoff/ start plan ,
- End of planning/start executing (construction) ,
- end of executing /Start commissioning,
- Closing.



## Define all milestones' sub-budgets



## How tasks and resources are distributed between team members using a tool

Using RACI tool.

| Activity              | Civil Engineer | Electrical Engineer | Mechanical Engineer | Quantity surveyor | Document controller |
|-----------------------|----------------|---------------------|---------------------|-------------------|---------------------|
| Create Charter        | A              | C                   | R                   | I                 | A                   |
| Collect requirements  | R              | C                   | A                   | R                 | R                   |
| Submit Change Request | C              | C                   | C                   | C                 | R                   |
| Develop Test Plan     | I              | A                   | I                   | A                 | A                   |

## How the PM will monitor project progress

Daily site report / Weekly meetings / Project Management Dashboard.

## How the project documents are maintained, and what can be improved

Maintained electronically through google drive, edited by PM through document controller.to improve, give access ( View only ) to all Project members.

## How the project will be closed

Commissioning (testing, handing over, rolling out) then closing officially.

## How project success will be evaluated

By achieving all success criteria mentioned in the project charter.

**List all governmental, ethical, safety and health constraints that may affect the project**

- The culture, structure and governance of the organization.
- Geographical distribution of facilities and resources.
- Government or industry standards (for example: regulatory bodies regulations, codes of conduct, production standards, quality standards, and work implementation standards).
- Infrastructure (for example: existing facilities and capital facilities).
- Existing human resources (for example: skills, specializations, and knowledge).
- Personnel management (eg: recruitment and retention guidelines, employee performance reviews, training records, compensation policies, overtime, work hours tracking).
- The company's business declaration systems.
- Market conditions.
- The degree of risk tolerance for those involved.
- Political climate.
- The existing communication channels in the organization.
- Business databases in the organization.
- Project Management Information System.

**References :**

**1. Advanced Construction Project Management**

The Complexity of Megaprojects Christian Brockmann

**2. Project Management**

A Risk-Management Approach Ted Klastorin, Gary Mitchell

3. Risk Management Program Guidance for Warehouses , Jan26, 99
4. Example risk assessment for a warehouse , HSE Assessment carried out by: JH Reynolds  
Date assessment carried out: 3/10/19
5. Warehousing Risk Management in Different Industrial Sectors: 6th International Conference on Information Systems, Logistics and Supply Chain (ILS International Conference)
6. Successful Construction Project Management: The ...  
Book by Paul Netscher