



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

Saturday

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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 الانجليزية.
- ☐ 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

Recruiting for local mail distribution center

Recruitment plans is to align company goals and skills gaps with your hiring efforts in order to strategically plan for the year ahead. A strategic recruitment plan should include the positions you need to hire for, a recruitment calendar, budget information, tracking and assessment tools, and other important details about how you will manage your recruiting efforts.

The first step to creating a recruitment plan is to identify your hiring needs and where there are skills gaps, your existing talent can't fill and the time needed to fulfill the vacancies.

Therefore, the Project Supervisor identified the needs to hire two Post Office Clerks in three months' time. The needed skills for Post Office Clerk:

- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking - Talking to others to convey information effectively.
- Service Orientation - Actively looking for ways to help people.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Time Management - Managing one's own time and the time of others.
- Persuasion - Persuading others to change their minds or behavior.

To be consider, estimate budget shows how much your recruitment costs are going to be for the year ahead. Bear in mind various costs involved in the recruitment process that you will need to account for in your budget.