



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

Thursday

18 / 02 / 2021.

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.

Answer:

At the start of the project, we develop a plan for the duration of the project that includes the requirements of the stakeholders, the functions to be proposed, and the budget allocated to employment,

The first month: make Interviews with the applicants in the presence of the concerned parties, and there will be conditions agreed upon between the project manager and the concerned parties, and the evaluation will be based on them, and then the applicant acceptance phase in the first month of the project.

The second month, qualifying applicants, addressing weaknesses, supporting Strengths, holding weekly meeting and a weekly evaluation.

The third and final month is the engagement of new hires with old employees as they gain experience and develop rapidly. The project includes a comprehensive plan for the life of the project in all its stages, as well as a complete management that includes permanent meetings, storing information, evaluating employees and developing performance, as well as monitoring and controlling throughout the life of the project, and submit weekly reports to those involved.