



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section
Master

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Course Code
PMG 506

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-820 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 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~~ **Eng. Dr. Akram M. S. Ali**

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~~ **ONE** 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...

Train Shelter Project

Introduction

Why would you need a parking shed for a train? Is it easily constructed and what about the time it will take to build? With harsh environmental conditions and increased operational demand for a new industry is Saudi Arabia, protecting multi-million Saudi Riyal assets under the harsh weathers of Riyadh were a must. The assets that need the protection connect families together and bring them closer in a safer manner and sometimes faster are the passenger trains. To protect the trains from the blazing suns of Saudi Arabia, to create a shaded area for staff to safely maintain the fleet of trains run and to create a cool breeze of air during the hot and dry weather of the Saudi capital and reducing the operational cost for maintaining the fleet; the Train Shelter Project came into fruition.

The report will discuss the purpose of the train shelter project, its specific scope, and the objectives. Finally the information discussed will be shown in a Project Charter format, as the information discussed are considered as the input for the charter the Project Charter is considered as one of the best tools to illustrate a projects main information and gives the project manager his authorization and sets the high level boundaries the project will be executed within.

Methodology

The information in this report came firsthand from the project team that undertook the execution of the project; by obtaining information from the team and reviewing the project documentation produced by the Project Management Team (PMT) for this project.

The choice of using direct interviews and reviewing the documentation gives a clearer idea of how the Project Manager (PM) and his team went through the different process of executing this project.

Some of the information presented in this report may be different than the actual such as project dates, budget and PMT members due to confidentiality.

Results & Discussion

The first part of this section of the report is showing the tool used to illustrate the information gained; the Project Charter:

Project Name:	Train Shelter Project		
Project Value:	SAR 5,000,000		
Start Date:	Jan-2021	End Date:	June-2022

High Level Scope:	The erection of a steel shelter structure over live operational tracks with the dimensions of (400 x 40 x 9 m) to stable 4 trains from the environmental conditions of the desert with 8 Egress platforms for staff to safely access the trains.		
Project Objectives:	- Shelter the train from the suns heat, - Prolong the life of the asset, - Provide a safe means for the staff to embark/disembark the trains, - Provide a safe means for the employees to be protected against the sun, - Provide illumination for staff working the night shift.		
Initial Schedule:			
Sn.	Milestone	Start Date	End Date
1	Contract signing	1-1-2021	5-1-2021
2	Kick-off meeting	6-1-2021	
3	Site survey	29-4-2021	29-6-2021
4	Excavation	30-6-2021	1-9-2021
5	Foundations	2-9-2021	29-10-2021
6	Steel assembly	30-10-2022	30-5-2022
7	Platform assembly	30-10-2022	30-5-2022
8	Light's installation	30-4-2022	30-5-2022
9	Electrical connectivity	15-5-2022	30-5-2022
10	Project Closeout	31-5-2022	30-6-2022
Project Management Team			
Sn.	Name	Position	
1	Khalid S	Project Sponsor	
2	Ahmad T	Project Manager	
3	Ahmad B	Construction Manager	
4	Kirby Steel	Designer	
5	Mohamed D	Project Engineer	
6	Munif H	Structural Engineer	
Initial Project Risks			
Sn.	Risk Description	Impact	Likelihood
1	Overrunning the project budget	High	Low
2	Lack of expertise in the market in dealing with live operational rails	Med	Med
3	Delayed train services	High	Low
4	Unknow infrastructural issues	High	High
5	Delays in obtaining the needed permits	High	Med

The project charter gives the project manager the authority and formalization of his position in the project, in the charter information such as project sponsor, project dependencies, initial risks, project organizational structure & governance and communication matrix are found which brings the stakeholders and PMT members a common understanding and initial expectation of the project deliverables and expected time frame of project execution.

The whole story of a project begins when there is a problem that needs to be solved, opportunity that can be exploited or a mandate that needs to be met, for the case of the train shelter project it was the first reason. A business case was raised by the beneficiary unit stating that the assets (trains) needed to shield from direct sun, this will help in prolonging the life of the asset as less damage will occur to the trains interiors from repetitive direct sun exposure without have the train cooling systems on. Another reason stated by the beneficiary unit is the fact that the direct sun light will cause the train maintainers to increase the frequency of painting the trains, finally another opportunity can be capitalized on from approving such a project; it acts as a mitigation for the staff from the direct sun exposure and heat and provides illumination at night for the staff and safer walk passage.

After approving the business case from the relevant departments and authorities as per the companies policies, procedures and Project Management Framework, the business case was given to the Projects Team to start the process of creating the detailed scope, budget, and risks for the project prior to procurement process.

The information during this stage was collected through many meetings with different stake holders in the company. It was evident the top influential stakeholders were:

- Design and Engineering Department,
- Health, Safety and Environmental Department,
- Beneficiary Entity,
- Train Operations Department.

Other meetings were held with individuals that have experience in dealing with live tracks and the issues they faced. The data gathered then was used to create the high-level scope that is a main part of the project charter. Moreover, the information obtained from all the meetings held showed the Project Manager and his team that there were some issues that needed special attention, otherwise a disaster was just waiting to happen.

Additionally, the information obtained from the high influence stakeholder showed the PMT the restrictions they had to deal with. The PMT had to align and negotiate with different entities to execute the project within the approved budget that was set.

After collecting all the information, the Project Manager was able to create a Project Charter and gain the approval from the Project Sponsor.

Conclusion

This report discussed how a project charter comes to fruition by taking a live executed project and obtaining information on how the project scope was created, the purpose of the project, and the projects objectives. The information was illustrated in a table mimicking the project charter document.

Moreover, the report showed how the Project Team received the project, started gathering information through meetings and were able to create the project charter and gain the authorization and formalization of the Project Manager.

The most important take away from this report would be the following:

- The inputs needed for the project charter can be obtained from meetings,
- Meeting with the influential stake holders will help identify the projects scope,
- Identifying early on the need of experts specialized in their fields.

References

- Train Shelter Project Management Team,
- PMBOK 6th Addition,
- <https://writingcenter.uagc.edu/introductions-conclusions> ,
- <https://library.sacredheart.edu/c.php?g=29803&p=185901> .