



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

Student Name	Raneem Mutlag ALameir	اسم الطالب
Students I.D	2021203624	الرقم الجامعي

Section

Master

Date

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Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس ٢٠-٠٥-٢٠٢١ 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 . وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط ١٢.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر line spacing 1.5
- 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. سيتمكنون هذا التقرير من ثلاث إلى ست صفحات .

يجب أن يعالج تقريرك كل من القضايا التالية:

١. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
٢. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
٣. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
٤. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
٥. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
٦. إنشاء ميزانية وربط التكاليف بالمعالم الرئيسية للمشروع.
٧. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
٨. صف بإيجاز كيف سيتم رصد التقدم.
٩. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
١٠. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
١١. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Introduction

The topic of leadership has received great attention from researchers because of the role that the human element plays in the organization, which stems from the responsibility of the leader in achieving integration between the organizational and human aspects to achieve effectiveness and reach goals. Whereas, the ultimate goal of the leader is to achieve a realistic vision through a specific pattern of behavior within the framework of the goals he faces.

Keeping pace with surrounding variables and employing them to serve the organization and highlighting the importance of leadership through the role that the leader plays in the organizational side, by highlighting his ability to coordinate the activities and efforts of employees and direct them, and through this process coordination, the principal manager can find useful behavior among the employees.

And direct all their efforts by placing the right employee in the right job, and assigning responsibilities to the organization's departments and workers.

Selected skill (Democratic Leadership):

Our organization (Contracting Office) in general has also enjoyed the skill of democratic leadership, where the style of democratic leadership is leadership that depends on healthy human relations between the leader and his subordinate, where the leader here participates, cooperates and exchanges views with the group to which he belongs. works with.

In addition, every family has a shepherd who is responsible for its herd, manages its affairs and assumes a leader, always striving for prosperity and happiness and striving to fulfill their aspirations. Each group has a leader who works in his interest and directs it towards achieving its goals, provided that these goals do not conflict with the public interest, and leadership is a social phenomenon that arises. In the nature of human society, wherever there is a group, there is leadership, and there is no ascension to one without the other.

A brief overview of leadership in the company with identifying leadership styles for each leader:

No individual can become a leader without a group. In each group, one or more of them plays a leadership role in it, using all knowledge, skill, effort, will, intelligence and feelings within the limits of his authority to influence the behavior of his group members or to direct their abilities, tendencies and preparations, train them in skills or convince them of opinions and judgments in order to achieve the goal. The foundation of leadership is working with and for the group, helping its members collaborate towards a common goal on which they agree.

Leadership styles for every leader in our organization:

She has partnered with a group of partners in a small company that is setting up a contracting office. Leadership styles within my organization differ for several types due to the presence of many partners within the organization. We will mention some of the most important features of the three:

Patterns within the organization:

Leadership styles within the organization:

Democratic leadership: Human relations between the leader and his subordinates - Participation in decision-making - Delegating authority by transferring some powers to his subordinates.

Relaxed driving: Giving the leader the most freedom to his subordinates - delegating authority to the widest range - following an open door policy in communications

Anarchist leadership: Anarchist dictatorship - it is called absolute freedom or non-interference leadership, as in this type of leadership there is absolute freedom for individual team members to plan work, and how to set goals.

Effectiveness of the selected skill (democratic leadership) in leading the institution:

Democratic leadership: where it is called persuasive leadership, and the coach engages the members of the work team by drawing plans and basics for the work team, making decisions, setting team goals and discussing them, and the leader encourages the team. Members help and guide them during their discussions, as it leaves the freedom to the group in how to distribute work and tasks between individuals and the work team, where its judgment on matters is objective and encourages self-criticism, and in this type of leadership in organizing the individual's freedom to choose the work team, and the work he wishes to do With him in light of his capabilities, inclinations and desires to work in the organization, and also for his leader the freedom to provide solutions to important issues in a work team.

Research goal:

- 1- Access to the relationship between leadership and employees in the organization.
- 2- Show the reality of leadership and its impact on workflow.

Leiterate overview :

Some leadership styles with the same leadership styles in the organization:

Study: Bahtiya Amal (2016) entitled: Administrative leadership and communication in an institution (a case study in an institution).

The importance of the study stems from the importance of administrative leadership and its relationship to communication between managers of organizations, as communication has become a major role and an effective means in helping heads and administrative leaders in managing the organization through effective accreditation. Telecommunications. And leadership style to achieve the goals of the organization.

Study: Bahtat Amal (2016) deals with the styles and styles of leadership followed by the organization, as the organization has multiple leadership styles as a result of the multiplicity of the organization's partners.

Study: Bhatiyat Amal (2016) deals with leadership, including the chosen skill, which is democratic leadership, in the practical application of a specific institution characterized by several partners, and each partner has a style other than the other.

methodology:

Building a strategy for selecting leadership skills and their impact on work, aiming to identify leadership styles and classify them according to their impact and likelihood of occurrence to ensure that decisions are taken that would contribute to raising work efficiency.

Tools used that serve the research:

1. The division of labor structure, where we explained the tasks of each leader in the organization.
2. The main line of the project, where we explained the foundations and elements on which the project is based.
3. A plan for managing the communication between each leader and their employees.

Results and discussion:

- 1- A statement of the relationship between leadership and employees in the organization.

Discussion of the first result:

The result showed the relationship that appears between leadership and employees as a result of the multiple leadership strategies in the organization.

- 2- Show the reality of leadership and its impact on workflow.

Discussion of the second finding:

The second result showed the reality of leadership, its impact on workflow, its influence and its contribution to the success of the organization.

Compare results with research objectives:

The results showed that the research objectives had been achieved, and the results supported those objectives.

Do the results support the research objective?

Yes, the results support and document the research objective.

References:

- 1- Salah El-Din Mohamed, "Effective behavior in organizations", without edition, University House, Alexandria, 2004
- 2- Hassan Ahmad, "Building and Evaluating Training Programs", without edition, Al-Shorouk Publishing and Distribution House, Jordan, 2002.
- 3- Fahd Saud Abdul Aziz, "Administrative Communications", 1st ed., Without publisher, 1998
- 4- Kamil Muhammad, "Organizational Behavior", without edition, Dar Al-Fikr for Publishing, Amman, 2004