

Everyone's Smart University

Assignment 1 (Spring 2021)

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Students I.D		الرقم الجامعي

Section

Master

Date

Thursday

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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

In order to recruit new employee for the mail distribution center. First, we have to plan this project by setting the time limit in three months as the management assigned for the project. Then we have to announce for the new job opening, and the way we can receive applier resumes. After that, we see who are fit for the job, and send job interview invitations. Furthermore, we interview everyone who got invitation, and decide who we will hire in our mail distribution center. Then, we send the new employee names to our management with the reason why we chose them. Finally, we submit a report shows all the process we did, and the information we gathered to close up this project.

We used in this process:-

- Plan Communications
- Manage Communications.
- Control Communications.
- Communications planning.
- Information distribution.
- Performance reporting.
- Administrative closure.