



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Manal alharbi	اسم الطالب
Students I.D	2021202185	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 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.

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

As a project manager it's clear to that in favor to develop a new staff recruitment or new qualified team and successful communication planning is to put a plan for communicating between all the team members, and in order to do this we have to ensure that we have a document or guideline for communicating, also to create stakeholders analysis for project communication, including gathering and storing information, scheduling those information and clarify which types of information we have gathered goes to whom which is the person was assigned, and when and it indicates the time line it should be received, and how which is the way used to deliver this information, although obtaining methods and updating, and monitoring from the start till the end

And we must consider the variety of information distribution and use most effective efficient methods such as technology, as we all know this could be the fastest way in this time we live in, also we could use formal and informal ways to propagate that information.

As I and my team go through the plan and the chosen methods, next step will be to report our performance to stakeholders to ensure they are well informed about resources have been used, and to stay on the track and focus on the project's goals.

And those reports describe the project status and where is it standing, and shares it in specific timeline, and what the team have accomplished, also to predict the project's progress and how is it developing.

And through every project we come to administrative closure, which I was given a specific timeline to achieve the objectives, and those information and detailed reports of the project we worked on goes to archives, and we've must accept the results we reached and learn the lessons for better future projects.