



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section	Date	Course Code
Master	Thursday 18 / 03 / 2021.	(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-08 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 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...

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. ستكون هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك ~~كل~~ **احد** القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء موازنة وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Upgrading to Digital Archiving in

Qassim University Library

Identify and describe the purpose, scope, and objectives of the project.

Introduction:

A well-defined project scope is a necessity to ensure the success of your project. Without it, no matter how efficient, how effective and how hard you work, you won't be able to succeed in your project.

Defining the project scope entails adopting a clear vision and an agreement on the outcomes of the project. This allows each milestone of the project to stay on target.

My role as a PMO manager to help the project managers successfully lead the project within time and budget.

Literature Review:

Developing Policies, Procedures and Workflows for Stewarding Born Digital Collections in the University Library and University Archives at the University Of Illinois Urbana-Champaign, BY TRACY POPP, 2013. Electronic records are presenting libraries and archives with a new set of challenges. The goal of this project is to develop the first iteration of a set of policies, procedures, guidelines and workflows to address issues specific to stewardship and preservation of born digital materials held in at the University of Illinois Urbana-Champaign University.

Digital Archiving Kathryn Lybarger University of Kentucky, 2008. Search ability, Organize in multiple ways, Zoom in to read small text, Access for visually impaired.

Methodology:

A project scope is the first step in setting the project goals and objectives:

It also allows to assign resources and forming a reasonable project timeline.

Once it established, it will allow to allocate tasks more efficiently and provide direction for employees so that they are able to deliver the project within a deadline and budget.

The PMO took these steps to help effectively define the scope of the project:

1. Identify the project needs

When we clearly can identify the needs of a project, it is more likely to set a sound benchmark from the beginning. Understanding the 'what and why' of a project will enable us to set specific goals and objectives. It also sets the groundwork for what tasks are to follow and how they are to be performed.

2. Confirm the objectives and goals of the Project

The basis of the project scope should entail the goals and objectives to be one that follows a SMART guideline. That is, to be Specific, Measurable, and Achievable. It should also be Realistic and completed within a specific Timeframe.

Specific—This involves stating accurately what the project wants to achieve. That is, what, why, and how these will be done. Clarity will reduce the chances of ambiguities and misunderstandings.

Measurable —Are goals and objectives able to provide feedback and be accountable for?

Achievable —Can the project's goals and objectives be achieved, given the resources on hand?

Realistic —Are the goals and objectives easy to deliver, especially if you face problems or complications. Will these reduce the overall quality of the project's outcome and cause running over budget and not meeting the set deadlines?

Time Frame —Can project goals and objectives be met within the allocated time frame? Is it a key criterion to meet these deadlines?

3. Project Scope description

As a leader, we need to be clear about the features and functioning required for our product or service.

4. Expectations and acceptance

To take into account the satisfaction of the end-user. Whether we meet the end-users expectations and accept the product, service, or process. The end-users could be our customers or our internal team.

It includes the effectiveness and efficiency of new operational processes. Ultimately, the project scope is one that should be attuned to giving better outcomes to whoever are the end users may be.

5. Identify constraints

There are always roadblocks to achieving what was set out to do. When being aware of possible limitations along the way, can help minimize problems that may delay or constrain our ability to achieve our project's outcome.

These can be caused by dynamic environmental conditions (internal and external), technological glitches, and/or lack of resources. Communicating such problems with the team early on and taking steps to overcome these hurdles will reduce delays in project completion and keep spending within a budget. Whether these are based on assumptions or uncertainty, analyzing their impact throughout the project's timeline further reduces the risk of failure.

6. Identify necessary changes

It is always best to avoid reworking the scope of the project, as it means investing more time, money, and resources.

However, at times these changes are inevitable and necessary. Limit changes by taking on the perspectives of customers, stakeholders, and employees involved in the project. This minimizes disagreements later on.

Results and Discussion:

Now there is a system of archiving all kind of documents and files in the library including researches, some old books, newspapers and library documents.

Computerized search for books.

Classes initiated:

- Computer classes:
 - Foundation of information technology.
 - Information technology.
 - Internet technologies and information services.
- Archives classes –
 - Archives and manuscripts management.
 - Preservation management.

References:

Developing Policies, Procedures and Workflows for Stewarding Born Digital Collections in the University Library and University Archives at the University Of Illinois Urbana-Champaign, BY TRACY POPP, 2013.

Digital Archiving Kathryn Lybarger University of Kentucky, 2008.