



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Shahad Ibrahim Alkhudairy	اسم الطالب
Students I.D	: 2021201739	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

In this formal letter I will explain how I will develop a new staff recruitment and selection processes to be implemented within a special time frame which is exactly three months in the organization. Since I am the Supervisor at the Local Mail Distribution Center. I have been assigned the responsibility of project manager. I will explain how I plan, manage and control communication with the team members to achieve the deliverables.

We have three steps that we will focus on (Plan, Manage and Control). We can start with the first step which is plan communication management that used in order to make it easier through following the basic steps: Encode, Transmit Message, Decode, Acknowledge and Feedback Response. The second step is manage communications which is the process of creating, collecting, distributing, storing, retrieving and the ultimate disposition of project information in accordance with the communications management plan. The third step is control communications which is the process of monitoring and controlling communications throughout the entire project life cycle to ensure the information needs of the project stakeholders are met.

My first step to do Plan Communication Management is using **New Employee Request Form**. Kindly note that initial selection for interviewing came as the eighth step of the below recruitment process:

- 1- Defining the exact recruitment need
- 2-CVs Sourcing
- 3-Skimming
- 4-Classifying
- 5-Screening
- 6-Shortlisting
- 7-Phone Interview
- 8-Initial Selection for Interviewing
- 9-Interviewing
- 10-Final selection

Kindly note that when I define the exact recruitment need, I will use **New Employee Request Form** in order to have resource data for the selection step. If the organization already using New Employee Request Form, I will edit it to be useful by communication with responsible parties.

Second step will be collecting the data from the form. In order to write the right Job Post along with giving instructions that sourcing must be 100% matches with the requirements. Also, Skimming, Classifying, Screening & Shortlisting will be easy if we have a clear New Employee Request Form. The form clarify the exact needs and will save time.

Third step will be holding meetings with top management regarding the selection. I must agree on the selected candidates with providing general Job Description that can be edited anytime later. Communication with top management and stakeholders must be effective through all levels that ensure agreement on the candidates from all. We can design and implement the selection plan but the final decision must be from all parties to select the best candidate for each position.

The New Employee Request Form will have a committee that will meet at least once a month to review needed information and develop strategies for implantations. Roles and tasks at various levels of the process will vary according to practice, source, personality and individual needs of top management.