



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Nadiyah Saeed Al Hejaili	اسم الطالب
Students I.D	2021203133	الرقم الجامعي

Section

Master

Date

Thursday

18 / 02 / 2021.

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..

The purpose of the Communication Management Plan is to provides the critical project integrity needed to provide a information lifeline for all local mail distribution center. This will provide the three month planning and manage the communication and control of information in the communication management plan. It includes the right process of the information exchange for the local mail distribution center so as to meet the defined objectives.

Planning Communication: The process of developing an approach to sharing information between relevant stakeholders “external, Internal”. In this process as a project manager I define the information required of stakeholders using the Five W's:

WHAT Information is required to be communicated to stakeholder.

WHEN information will be used.

WHO Target audience are internal or external stakeholders.

WHY this information is importance.

WHERE the information will be delivered.

In planning process, I will be determining communication models, communication methods, meeting policies and meeting schedule.

Manage Communication: is the process of ensuring timely and appropriate collection, creation, distribution, storage, retrieval, management, monitoring, and the ultimate disposition of project information. In this process as project manager, I choice of appropriate technologies, methods, and techniques. Ensure that the information being transmitted to project stakeholders has been properly generated and formatted and accessed by the intended

audience. One of the most important tools used in this process is active and effective listening. As a project manager in a local mail distribution center it is important to distribute information via difference type of reports.

Monitor Communications: is the process of ensuring the information needs of the project and its stakeholders are met. Communications that were implemented compared to those that were planned. Also considers feedback on communications including survey results on communication effectiveness.

The reason for creating the communication plan:

- A communication plan helps manage the flow of information to and from stakeholders.
- It helps manage conflict between stakeholders.
- Help in managing the meeting effectively.
- The communication plan keeps the information confidential