



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	ي د م ا غ ل د م ح ا م ي ه ا ر ب ا د م ح ا	ب ل ا ط ل ا م س ا
Students I.D	2021202867	م ق ر ل ا ي ع م ا ج ل ا

Section

Master

Date

Thursday

18 / 02 / 2021.

Course Code

(PMG506)

Advanced Project Management

Instructions:

- ❑ أساس م ٩ ع ا س ل ا م ا م ت ي ف س ر ا م ١ ن ي ن ث إ ل ا م و ي ب ج ا و ل ا ق ل غ ي
- ❑ ت ا ج ر د ٤ ن م ي ل ا ق م د ح ا و ل ا ؤ س ب ج ا و ل ا
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ة ي ز ي ل ج ن ل ا ع ل ل ا ب ن و ك ت ة ي م ل ع ل ا ت ا ح ل ط ص م ل ا
- ❑ ل د و م ل ا ي ل ع ة ع ف ر و ب ج ا و ل ا ن م ء ا ه ت ن ا ل ا د ع ب pdf ة غ ي ص ي ل ل ا ي و ح ت ل ا ة ر و ر ض ي ج ر ي

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..

لوالا بجاوالا

ديربال عيزوت زكرم يف فرشمك فظومك كفيظوت مت
ددج نيفظوم رايتخاو نييني عتةيلمع ريوطت يف زكرملا بغيري
مت دقو. ةلبقملا ةثالثل رهشألا نوضغ يف اهذيفنت متيل ،
عورشملا ريديم ةيلوؤسمب كفيلكت

يها كتمهم

- ريدمك كليلع بجي فيك (ةملك 150 ىلإ 130 نم) حرشا
عم لصاوتلا يف مكحتتو ريذتو ططخت نأ عورشملا
ابابسا طعا. تازاجنإلا قيقحتل قيرفلا واضعأ

....قيفوتلاب يتاينمت عم

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Introduction

The success of a project depends on the project manager's leadership and his ability to establish adequate communication protocols. A key aspect to succeed in a project is effective communication and clear and concise dissemination of information, specifying the details related to the tasks and the time required accomplishing it. Hence, a critical role of a project manager is to establish an effective communication system. The following are a few key steps which I will follow during the implementations and the management of the project :

Key Steps

1. Establish a team

For effective communication, it is important to have an effective team with adequate skills required for the job. This includes identifying training requirements in communication skills, familiarity with and evaluation of various behaviors, values and interpersonal skills necessary for team success.

2. Establish ground rules

Ground rules are policies and guidelines, which a group establishes consciously to help individual members decide how to act. Team ground rules define a behavioral model, which addresses how individuals treat each other, communicate, participate, cooperate, and support each other in joint activities.

3. Facilitate effective communication

PM should be aware of various phases of team development including Forming-

Storming-Norming-Performing-Adjourning (Tuckman's model). He should focus to get through the storming phase as quickly as possible to avoid conflicts among team through effective communication and ground rules. PM should promote accurate, informative, appropriate, and timely communication to maintain cohesive team environment. He should disseminate information at planned intervals in accordance with the Project Communication Plan.

4. Encourage Cooperation

PM should understand the importance of collaborative planning and setting goals. Collaborative goal setting allows team to achieve individual successes, while contributing to overall project goals. Cooperation generates the most creative solution, gets larger member support, promotes personal growth and builds confidence. Constant and consistent performance feedback is important.

5. Problems Solving

Problems may arise due to the presence of one or more individuals who may have a negative impact and impedes progress and achievement. Project managers may face challenges in facilitating relationships between people of different backgrounds. Conflict within projects can appear in different forms. An effective PM will take actions to avoid conflicts and resolve them if they occur.

6. Appreciation and reward

It is important to celebrate interim achievements and rewarding the team for accomplishments. This form of communication motivates team and encourages them to improve performance.