



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Bandar Talal Alhashmi	اسم الطالب
Students I.D	2021200701	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..

Mail Center Hiring

At the beginning, communication management has three processes and must be applied to produce the sufficient communication. These processes are plan communication management, manage communication and monitor communication. All of these must be implemented during the hiring for mail center.

Project manager must identify and clarify from the stakeholders the requirement by running a meeting. During the meeting planning details must be documented and an assistant manager preferred to handle these documentation works.

When the planning is finished it must be shared for the project or hiring team for the mail center by an easy and accessible way for example an online share folder. Storing information needs to be considered with backup to save the hiring process effort.

Regarding the monitor and control communication through all process life cycle of mail center, weekly reports are important to make sure the manager will know all details and if there is any point or action not performed well by staff. Moreover, if there is any modification or stakeholder requires modification. Manager must have high skills to conduct all process smoothly without any conflicts.