



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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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 الانجليزية.
- ☐ يرجى ضرورة التحويل إلى صيغة pdf بعد الانتهاء من الواجب ورفعها 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..

Local mail distribution center is looking to hire new employees. Here are the steps for the project manager of how he would choose candidates for this position.

For Recruiting a new employee first, I will set with the departmental team leaders and HR team to predetermine the plan to outline the role's requirements and responsibilities. Next, we will need to develop a recruitment strategy. Identifying numbers of employees required for that position and plan the budget for the recruitment needs. After that, we will post the Recruitment advertisement .and for controlling communications. The HR department needs to evaluate the targeted group, choose qualified candidates and contact them for the interview. After the interview, the candidate will be given a short assessment to test their skills or knowledge in a specific area. Communicate with a chosen candidate and send him a draft of an official agreement letter.