



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 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.

One of the main responsibilities of the project manager and the project team is to work together and identify who needs what information. In other words, project management needs to know what the requirements of successful communications are in order to plan on how to achieve those requirements.

So we can establish a good project communication with following points:

1- Identifying the 5Ws (Why, What, When, Where, Who) and 1H (How)

Who needs to be communicated to, What needs to be communicated, When it should be communicated, Where should it be communicated, Why communication of information is essential and to what level is important, How the communication needs to be done.

2- Identify and Accommodate the Enterprise Environmental Factors

Most of the communications are linked to the factors of enterprise environment such as (but not limited to);

- Organization structure and culture
- Standard and regulations the project should comply
- Market place conditions
- Current and future HR policies

3- Identify Organizational Process Assets

In simple words the process assets of organization effects primarily on how the communication within the project will be done by the project manager and the project team.

Primary process assets that can affect communication are mentioned below for the above scenario.

- HR guidelines, work instructions and performance measurement criteria;
- Financial controls and procedures;
- HR communication requirements for all new hires such as:
 - Approved technology
 - Security issues
 - Archiving of the communications
 - Allowed communication media
- Standards and policies unique to the organization and its HR;

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