



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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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 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.

Best of luck..

The Answer:

Firstly, I will draft the communication plan document. Where, I will write the needed meetings, who should attend, the location and recurrences or date, the reports, their description, who should receive it, distribution method and recurrences or dates. Moreover, I will add the hierarchy of the team to state the authority matrix. After that, I would set up a meeting with all members, where i will present the communication plan, state the roles and responsibilities of each member in specific, take the team remarks and ensure concurrence. Then, I will set up the planned activities of the communication plan to the team calendars in the system with reminders specific to the responsible member. This should make the communication clear and effective. Finally, with the project progressing I will follow up on the tasks and seek feedback to review the value of the output, and take action if it needs changing.