



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 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..

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

As Project Manager, I should have a communication management plan (communication document) that will use to explain how the communication for each one will be inside the project.

That documentation will content the stockholder analysis and defined what they are looking for it. I am thinking at the moment to use technology communication after I put the format of the key project. We will be using email and virtual meeting with a crow for many reasons:

- 1- Saving time.
- 2- Saving all the information and document.
- 3- Easy to access and communicate with the team.

By all the previous I can get the performance a report for each area and reach person inside the team, that a report will be explaining what we have done and what we finished during the previous time. Not only that but also I will deliver the project to achieve the target and the goal when I can spend 80% of my time leading the team and managed them to my vision in this project.

I should be a correspondence procedure between me and the teamwork. The procedures for arranging the correspondence are determined by specifying the types of data that you will provide, who will obtain it, the type of transmission, the conditions of its issuance and circulation, and the information in all stages from beginning to end.

There are several purposes behind ensuring correspondence between colleagues to advance the project. For example, the innovation of correspondence greatly affects how individuals are educated, and there are many ways to ensure correspondence, for example, communication technology has a great influence on how to keep a team informed, and there are many ways to ensure communication, for example, Written reports, conversations, emails, official status reports, meetings, etc.

However, there are many factors that must be taken into consideration before deciding which methods you will choose to transmit the information.

The main factor is the timing of information sharing or the need for updates. Do you need to buy new products or not? Is it safe to say that you are happy with the current innovation? It should be made clear that the innovation used is the way to keep everyone informed of the project's status and the issues to try. The next factor is that the factor's participation in innovation is another factor. Do they have enough experience to adapt them to the innovation chosen or I will need to prepare them by some training.!