



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

Sunday

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Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس ٢٠٢١-٠٥-٢٠ في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- يتم تسليم المشروع في صيغة ملف pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion ، وأخيراً المراجع References . وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط ١٢.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر line spacing 1.5
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: Dr. Akram Mustafa Suliman

Project:

You are required to document your role in administering a project. The project may be set in a business, social, sporting, or family environment but must be of a significant size and scale. If you do not have an actual project to write about you may complete the project hypothetically. **This report will be between three to six pages in length.** This is a significant research project.

Your report must address each of the following issues:

1. Identify and describe the purpose, scope, and objectives of the project. **Display this information using an appropriate tool.**
2. Describe how the team is given an outline of the project.
3. Describe the strategies that are going to be set up to maintain communication with the team members.
4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.
5. Identify project milestones and activities. **Display this information using an appropriate tool.**
6. Create a budget and link the costs to the key milestones for a project.
7. Describe how you are going to divide tasks and resources amongst a project team. **Display this information using an appropriate tool.**
8. Briefly describe how the progress will be monitored.
9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.
10. Describe the current procedure for finalizing projects. Create your own procedure and identify how you will evaluate the success of the project.
11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

Best of luck...

المشروع:

مطلوب منك توثيق دورك في إدارة مشروع. قد يتم تعيين المشروع في بيئة تجارية أو اجتماعية أو رياضية أو عائلية ولكن يجب أن يكون بحجم مناسب. إذا لم يكن لديك مشروع فعلي لتكتب عنه ، فيمكنك إكمال المشروع افتراضياً. سيتمكنون هذا التقرير من ثلاث إلى ست صفحات .

يجب أن يعالج تقريرك كل من القضايا التالية:

١. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
٢. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
٣. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
٤. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
٥. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
٦. إنشاء ميزانية وربط التكاليف بالمعالم الرئيسية للمشروع.
٧. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
٨. صف بإيجاز كيف سيتم رصد التقدم.
٩. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
١٠. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
١١. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Increase productivity rate by having deburred product

1- Introduction

We are a car parts manufacturer based in the Kingdom of Saudi Arabia. Our company manufactures and supplies parts to several countries in the Gulf and the Middle East. The company faces some problems related to time.

As there are two problems, the first is in the manufacturing stage, where the workers do some work related to cooling the product manually, which is negatively reflected in the delay in quality control of the products in addition to the delay in the delivery and distribution of the final products. In the number of employment and the lack of adequate training for new employees

Therefore, the company appointed me as a project manager that aims to solve the problems related to the loss of time, whether in the production or distribution processes, and the company set a time for the end of the project, limited to a maximum of one month, with a budget of 300,000 Saudi riyals.

The focus and work in this project will be on the method of time management because of the importance of time in the success of any project because the loss of time, whether in the production or distribution processes, undoubtedly affects the heavy losses of the company in addition to the loss of customer confidence as our company has a very good reputation in this field for that. Any delay or lack of good planning for the project may lead to the failure of the project, and thus it will negatively affect the company.

In this case, we could consider many weak points that can be improved through the Spares manufacturing and distribution processes. As our assumption and the duration limit the project manager worked with his team to persuade the stakeholders to start improving some processes in the Product Production phase by adding some modifications to the production lines and restructuring employee hierarchy.

Business Case

Project Name	Date	25/04/2021
Increase productivity rate by having deburred product.		
Strategic Background		
The Company has consistently kept on the bleeding edge of innovation and seen to be pioneers in field of improvement, they are searching the chances that may saves the organization in an appropriation activity, which is indispensable to every one of its clients.		
Options Appraisal		
The improvement will be made in the production and distribution processes		
Expected Benefits		
Customer satisfaction, Employee engagement, Risk reduction, Quality of service delivery, Environmental quality, Company image. Changes in key performance indicators for goals.		
Commercial Implications		
The venture has been allotted a timescale of a half year to be finished with the expectations expected according to this solicitation. The spending plan is somewhat close for this timescale too, as the undertaking has been dispensed an all-out spending plan of 300,000 Saudi riyals.		
Risks		
The project manager assumed that there are 4 critical risks which can impact the timeline of the project while its originally had a limited time. Additional to that, couple of opportunities can lead the project to be successes by increasing the productivity over the machine and manpower.		
Timeline and KPIs		
Entire project will be tracked through product level stages. (4 stages) Different KPIs generated to monitor the progress: - performance appraisal. (Employee) - Overall Equipment Efficiency. (Machine) - Work completed on time. (Execution) - Experimental Trials. (Training staff)		

2-Literature Review

2.1-“Time management” refers to the way that you organize and plan how long you spend on specific activities.

It may seem counter-intuitive to dedicate precious time to learning about time management, instead of using it to get on with your work, but the benefits are enormous:

Greater productivity and efficiency.

A better professional reputation.

Less stress.

Increased opportunities for advancement.

Greater opportunities to achieve important life and career goals.

Failing to manage your time effectively can have some very undesirable consequences:

Missed deadlines.

Inefficient work flow.

Poor work quality.

A poor professional reputation and a stalled career.

Higher stress levels.

Spending a little time learning about time-management techniques will have huge benefits now – and throughout your career.

2,2- Benefits of Time Management

The ability to manage your time effectively is important. Good time management leads to improved efficiency and productivity, less stress, and more success in life. Here are some benefits of managing time effectively:

1. Stress relief

Making and following a task schedule reduces anxiety. As you check off items on your “to-do” list, you can see that you are making tangible progress. This helps you avoid feeling stressed out with worry about whether you’re getting things done.

2. More time

Good time management gives you extra time to spend in your daily life. People who can time-manage effectively enjoy having more time to spend on hobbies or other personal pursuits.

3. More opportunities

Managing time well leads to more opportunities and less time wasted on trivial activities. Good time management skills are key qualities that employers look for. The ability to prioritize and schedule work is extremely desirable for any organization.

4. Ability to realize goals

Individuals who practice good time management are able to better achieve goals and objectives, and do so in a shorter length of time.

Project Work Breakdown Structure (WBS):

In this level of the project all the project phases have been simplified to achieve the project scope.

- PRD assessment: main purpose of this phase is to evaluate the employee productivity and machine performance.
- Machine Fabrication: main idea of this phase is to combine two steps into one to deliver a finalized product, ready to pack.
- Employee transferring: restructuring the employee hierarchy based on the results of the previous phases.
- Training: the final phase of the project to deliver the results.

3- Methodology

I chose the critical path in my research because my project is very concerned with time management in addition to setting priorities for project activities and re-assigning team roles.

A Critical Path refers to a sequence of critical activities (dependent or floating) in a project that determines the longest succession of tasks that have to be completed on time in order for the project to meet the deadline. Critical activities aren't always the most important, difficult, or costly ones in a project. A task is considered "critical" if, when delayed, it influences the project's completion time.

4-Results and Discussion

Project Duration:

The duration of increasing the productivity project calculated using Program Evaluation and Review Technique (PERT). PERT is a formula that uses three estimated times and calculates the expected time for a project to be done.

No	Activity	Optimistic	Most likely	Pessimistic	Mean
1	PRD assessment	8	10	12	10
1.1	assess the employee structure	2	3	4	3
1.2	assess the machine productivity	2	2	2	2
1.3	define requirements	3	5	7	5
2	machine fabrication	65	75	85	75
2.1	initial study for canceling deburring process	8	10	12	10
2.2	make the fabrication design	10	10	10	10
2.3	select the proper part	5	5	5	5
2.4	select the supplier	8	10	12	10
2.5	purchase the parts	15	20	25	20
2.6	implementation	18	20	22	20
3	employee transferring	20	27	33	27
3.1	prepare the qualification document	2	2	2	2
3.2	select no. of required employee	1	1	1	1
3.3	check the employee availability	2	2	2	2
3.4	confirm the approval	3	5	7	5
3.5	administration procedures	13	15	17	15
3.6	hiring	2	2	2	2
4	training	20	20	20	20
4.1	generate a training plan	5	5	5	5

4.2	select the proper trainers	2	3	4	3
4.3	schedule the training time	2	2	2	2
4.4	start sessions	10	10	10	10

Risk Register sheet:

Risk Register						
ID	Risk Description	Owner	Assessment		Response	Action Plan
			Probability	Impact		
1	if the employee assessment factors was not accurate then the employee re-structuring will not be effective meaning there will be no benefits for the changing the workers ditribution.	Project Manager	Medium	Medium	Reduce	Ensure that sufficient factors were considered in the assessment procedure.
2	if the machine productivity assessment was not designated based on actual and real data then the results will not be reflected well meaning there will be no any optimising inputs.	Project Manager/ PRD Eng.	High	High	Reduce	Ensure that all the production procedures are functionin/ recorded and monitored well.
3	if the study of the fabrication process and the initial design is not clarifying the modification needs then the requirements will be purchased wrongly meaning the project has a potential to be failed.	PRD/ Maint. Eng.	Medium	High	Avoid	Ensure that modifications have been researched with a relevant and similar mechanism before the study has started.
4	if the implementation was not performed under the expert supervision then the fabrication will not be beneficial somehow meaning the main project can be impacted.	Project manager / supplier	Low	High	Transfer	Ensure that the implementation plan is scheduled and agreed upon with the supplier in sufficient time.
5	If employee restructuring is available then the opportunity to increase the productivity through additional internal manpower will increase meaning a higher potential for success of the changes.	COO	High	High	Enhance	Ensure that the restructuring proposal has been established based on studying all distribution stations and determining which stations are available to relinquish some of their employees, provided that they do not affect the rest of the distribution stages in company.
6	if the training requirements are prepared and deleivered properly then the purposes are achieved meaning the project is running successfully and on time.	Training Center	High	High	Share	Ensure that all the requirements (Timing, Place, Trainers,...etc) are defined & selected on the right time.

5-References:

1-The Mind Tools Content Team, "What Is Time Management?" <www.mindtools.com, Retrieved 2020-12-29. Edited.

2- Time Management", corporatefinanceinstitute.com, Retrieved 2020-12-29. Edited.