



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

Sunday

16 / 05 / 2021.

Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الإنجليزية.
- 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 12.
- 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: Eng. Amaal Aburumman

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:

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

مع تمنياتي بالتوفيق..

QIMRAH A PUBLIC EVENT

Introduction

The project that I'm going to talk about is a huge event called "Qimrah" it is a public event that is part of the Riyadh season. It gathers all adventures and challenges lovers and gives them the chance to live the Qimrah exclusive experience with different activities suit all ages group. We are an event management company that will be responsible for the management and security of the events, and I will be the project manager . The duration of the project is three months, and it's in the execution phase. The management and security for an event are an essential part of the event's project's success. In this paper, I will go over the event planning of the event's security, operation, health, and safety.

Literature Review

According to ADAIR book, "Asking questions such as what, why, when, how, where and who is what planning required"(pg131), asking this kind of questions makes you closer to achieving the project's objectives. Another research published by Tammy Lategan stated that "Planning is knowing what customer need to execute successful project delivery" (pg53), which can help the project manager deliver the objective required. FAITH NZIVA MARY stated in his study that "if you have a large project and you want to bring many components into control, there are a large toolkit of techniques, such as planning and scheduling"(pg7), which can lead eventually to better communication and smooth operation.

Methodology

According to Harold Kerzner in his book "Planning is to know what needs to be done, by whom, and when, in order to fulfill one's assigned responsibility"(pg380). We will go through a process by listing each step operational planning, communications, and health and safety as the following;

Operational Planning:

We will be responsible for developing the event management plan that suits the event's requirements. It will take into consideration all the operational elements to make sure of the smoothness of the project. The event management plan will be developed by the operation manager in collaboration with the Health & Safety Director. This event management plan notes the safety strategy for these events based on a detailed event risk assessment that I will do in the project risk management paper.

Approaching the operation:

Signage; the signage will be posted on the approach routes. Signage will be provided to assist event-goers who are not familiar with the event to navigate their way both to the event.

Bus services; there will be shuttle bus services that service the public pick-ups and drop-offs to the designated car parks.

Entrances to the Event: Access to the event will be determined. All event areas will have well signed entrances and exits where stewards will operate a counting system to regulate the capacity & attendance of each area.

Egress from the Event:

All exit gates will be free-flowing but will be supervised from the event control room. During busy times stewards/ushers will be deployed to assist with the crowd dispersal.

Communications:

The event control room will be equipped with a multi-channel set for contact with all radio's holders within the event.

The main areas of communication for this event are:

- Safety Management Communications on the day of the event.
- Communications between the safety management team and the emergency services operation manager and the supervisors.
- Public Information and communications.

Safety Management Communications

All communications on the day of the event will be controlled and managed from the event control room.

The principal means of communications will be:

- Portable Hand-held radios
- Internal and external (mobile) telephones
- Public System
- Closed Circuit Television
- Portable handheld Loud hailer
- Electronic information in the event
- Signage

Health and Safety Plan:

The Plan Will Include the Following:

- Provision of condition and HSE reports
- Operational planning
- Operation and management of the site
- Operational training
- Further considerations

Detailed condition reports will be completed for the site. Clear documentation will be provided to accompany the reports. Condition reports of the site will be issued along with clear photographic documentation. Also, re- event inspection reports of site, and post-event inspection reports of sites.

For the budgets, we have experience working with clients and events with set budgets and clear financial limits; our aim is never to go beyond the agreed and available budget the client has available. Once engaged and with the operational responsibility of designing, producing and managing the available budgets, we would use communication and transparency among all parties to ensure agreed financial limits are set and not surpassed.

Finally, we have ample experience and knowledge of Cultural and Creative Industries Art Festivals, Art Exhibitions and large-scale events in Saudi Arabia and internationally. Our combined approach to the project is complimentary and brings together both our professional teams to deliver the vision at the heart of Riyadh season.

Results and Discussion

The most prominent challenge in this event was the enormity of its area, as it reached 400 thousand square meters, after which the site was divided into 3 main sections: the events area, the stores area, and the beach area. WE has developed a solid plan for crowd management to reduce crowd and stampede in the site include the provision of shuttle-buses transportation to deliver visitors from the car parks to the area of the events, which reached 100 buses per day. WE and its partner for this project, have ample experience and knowledge of Cultural and Creative Industries Art Festivals, Art Exhibitions and large-scale events in Saudi Arabia and internationally. Our combined approach to the project is complimentary and brings together both our professional teams to deliver the vision at the heart of Riyadh and its curatorial team concept and narrative.

References:

- Adair, J., & Thomas, N. (2005). *John Adair: The Handbook of Management and Leadership*. Thorogood.
- Journal of Governance and Regulation. (2015). *The impact of leadership styles on project success: Case of a telecommunications company*. Tammy Lategan, Stanley Fore.
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- Kenyatta University. (2018). *THE EFFECT OF PROJECT MANAGEMENT LEADERSHIP ON PERFORMANCE OF COMPASSION INTERNATIONAL PROJECTS IN KITUI COUNTY, KENYA*. Mary, Faith Nziva. <http://ir-library.ku.ac.ke/handle/123456789/18842>.