



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 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

I am a supervisor of the Local mail distribution centre. I need to make a project where the main goal is to develop a new staff recruitment and selection process to be implemented within the next three months. To begin, being an employee required you to have many essential skills. First of all, interpersonal skills is knowing how to successfully engage with the team you work with and build a good relationship with the leaders and the colleagues. These skills are listening, delivering informations, responding and communicating verbally. Second of all, team skills which helps producing more efficiently when working with a team. Examples include negotiation, resolving conflicts and brainstorming.

Effectively assigning tasks to team members is one of the hardest part of leader's responsibilities. My plan as a supervisor to delegate tasks to employees is to first identify the tasks we want to delegate. In addition, one of the keys of successful delegating is understanding the strengths of everyone in the team. In that case, explaining why you are delegating will help when you provide context for why yo've given them that responsibility. Moreover, to make sure our employees are as good as we want them to be, we provide resources and proper training which will give them what they need to be successful.

In order to have a suitable workplace, we have to ensure that our workers are in a safe and secure environment. It's the supervisor's responsibility to enforce safe work practices. For clarification, workers must be encouraged to identify an unsafe or unhealthful workplace conditions or hazards, so it can be dealt with. In addition, we educate our employees about safety and security. Educating the workers on what to do when they face a threat or a problem is necessary to prevent injuries or loss of important properties.

Finally, quality is the foundation of business and is the key to keeping up customers satisfied. Every supervisor aspires their business to create and distribute a high quality services. Accordingly, if we want to achieve that goal, we have to increase customer loyalty. Engaging The customer or asking for feedback can help maintain a quality product and increase loyalty. Another thing is building a reputation. Nowadays, social media reviews can help boost a business' traffic and orders. Last thing is lead in the industry. The businesses with the best quality services become industry leaders and set the standards for other businesses in the market to follow.