



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Sultan Alarabi	اسم الطالب
Students I.D	sultanera@gmail.com	الرقم الجامعي

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

As a project manager for a new project, I have to understand many things. First, I have to study the project and ensure that it is designed correctly, and the objective can be met. Then I will look at the schedule and check what I need to finish the project on time and budget. During the project time, I have to monitor the process and make sure the project is what I planned and what the company needs.

As the project manager for the post office, I suppose and specifically the process of hiring and choosing the right candidate within three months; I have planned this project as coming process with my colleague. In the beginning, I will look at what the company has achieved in the previous hiring process and learn from it. I will ask my team to write down what happened and listen to learn of the prior project to adapt it or avoid mistakes. Next, I will look at precisely what the company wants to achieve, why they want to hire a new employee, and how many they want. After that, I will put a plan with my team and share it with all the stakeholders to get the approval to initiate the project. After starting all that process, I have planned with my team, I have to monitor every step and keep tracking the hiring system. after achieving the hiring number or the company requirements, I have to document everything and start the closing process.

In the end, I have to close the project and write the lesson, and I learned from this project to share it with the company.