



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

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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 الانجليزية.
- ☐ 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..

Employment Recruitment is the filling of job vacancies in an institution or company, through a set of well-known routine procedures, in terms of announcing the job at the beginning, then receiving applications, sorting names and lists after it, and determining the personal interviews that are the critical stage for choosing an employee or not, This is based on some principles and criteria, and in this article we will present to you a set of methods for selecting employees.

Methods of selecting employees work requirements

If the employer notices that the applicant has the appropriate qualification, this is a good sign that qualifies him to run for the personal interview, which is supposed to prove through his answers that he actually possesses the work requirements, and understands the rules that must be followed, and it generally does not depend on the qualification or capabilities, but perhaps The external appearance, the manner of dealing, and the self-confidence that is evident or not during the interview, and some managers raise the ceiling of the challenge assuming that the applicant faces a problem at work, and during the interview he is asked to present a plan or a simple way to deal with it and get out of it, and based on that method in following the solution Perhaps, he will get the job opportunity out of dozens of those interviewed.

1- Initiative and development

It is not enough for the employee to complete his work completely and leave at the specified working hour, rather the search increases for the entrepreneur employee, who seeks to develop work and develop the institution in which he works, and he does not remain silent about mistakes, but rather seeks to amend them, and participate in improving general performance And providing possible solutions, not to mention presenting pioneering projects, or those that carry real creative qualities.

2- Models and applications

The process of theoretical explanation or written words in a CV is very easy, but the practical application alone confirms the truth of the employee's skill, so he is asked to accompany some practical models completed in a previous institution, or within his own projects, and here the opportunity increases for the one who presents the best and most distinguished model, to win Job vacancy.

3- Enthusiasm

Enthusiasm is for the employee to feel pleasure while working under pressure for long hours, out of his love for work and his attachment to it, and his belief in the importance and usefulness of what he does, unlike the employee who always complains about the difficulty of work and the boredom he causes him, not to mention the fulfillment of the job requirements without Contact her emotionally, and it happens that some employees have an unjustified relationship of enmity with the nature of their jobs, and the presence of enthusiasm or lack thereof with the applicant can be seen through his CV full of successive accomplishments, in addition to the personal interview in which he seems eager to start work immediately.

4- Good conduct

Managers want to talk about the production of the organization and employees, and they do not have time to talk about their problems with the rest of the employees, or their personal problems that they take with them to work, so good conduct and behavior is one of the things that must be taken into account when choosing an employee, and this can be found out by asking about the employee in Previous institutions, or through the network of relationships available to employers. Finally the purcedor

We mentioned above the points that should be taken into account before choosing any employee, and we will address the steps before the project manager, which are divided into basic and supportive tasks, as follows:

1- Scope Management: The scope of work is determined by specifying the works that will be included in the project, and other works that will not be part of the project.

Time Management: It is through managing the processes related to the completion of the project within a specified time, by determining the activities and their follow-up, estimating the resources related to them and the time required for their implementation, as well as developing and controlling the schedule.

2 - Cost Management: This is done by determining the costs and the budget needed to establish the project.

3- **Quality Management:** This is done by identifying the necessary methods to reach the maximum degrees of idealism and perfection in the field of the project while maintaining sustainability and survival.

5- **Integration Management:** This is done by identifying, defining, compiling and coordinating the various management processes and activities of the project within a group of project management processes.

References:

- 1- Samuel Malachowsky, 2018.
- 2- www.pmi.org