



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

## Everyone's Smart University

### Assignment 1 (Spring 2021)

|              |                        |               |
|--------------|------------------------|---------------|
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Section

Master

Date

Thursday

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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 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

First identifying the following points:

- Goal of the project which is Recruiting program for mail distribution center
- Information about stakeholders and their roles
- The types of information that needed to be shared with stakeholders
- The methods used to communicate
- The frequency that each stakeholder would like to receive information

Then, below is the project management communication plan:

| Communication Type                     | Objective of Communication                                                                     | Medium                             | Frequency | Audience                                                       | Deliverable                                       | Format                                                       |
|----------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------|-----------|----------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------|
| <b>Kickoff Meeting</b>                 | Introduce the project team and the project. Review project objectives and management approach. | Face to Face                       | Once      | – Project Sponsor<br>– Project Team<br>– Stakeholders          | -Agenda<br>-Meeting Minutes                       | – Soft copy archived on SharePoint site and project website. |
| <b>Project Team Meetings</b>           | Review status of the project with the team                                                     | -Face to Face<br>-Conference Call  | Weekly    | Project Team                                                   | -Agenda<br>-Meeting Minutes<br>– Project Schedule | Soft copy archived on SharePoint site and project website.   |
| <b>Technical Design Meetings</b>       | Discuss and develop technical design solutions for the project.                                | Face to Face                       | As Needed | Project Technical Staff                                        | -Agenda<br>-Meeting Minutes                       | – Soft copy archived on SharePoint site and project website. |
| <b>Monthly Project Status Meetings</b> | Report on the status of the project to management.                                             | – Face to Face<br>-Conference Call | Monthly   | PMO                                                            | – Slide Updates<br>– Project Schedule             | – Soft copy archived on SharePoint site and project website. |
| <b>Project Status Reports</b>          | Report the status of the project including activities, progress, costs and issues              | – Email                            | Monthly   | – Project Sponsor<br>– Project Team<br>– Stakeholders<br>– PMO | – Project Status Report<br>– Project Schedule     | – Soft copy archived on SharePoint site and project website. |