



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 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

Project Communications Management

After completing the task of forming the work team member, the responsibility rests with the project manager as he will be required to act intelligently in some points such as:

- **Periodically Team Work Meetings**
If the company has a headquarter where the work team meets or on the online meetings, in all cases you will have to hold periodic meetings with the work team as well as with other managers in the other departments to be on weekly, every two weeks or monthly.
- **Managing and directing tasks**
The project manager effectively communicates and assigns tasks to each team member in the project in order to provide the desired project with the highest possible quality and achieving the project's goals.
- **Conflict management and resolution**
Disagreements may arise between the team members, and the intelligence project manager should intelligently directs these disagreements in order to achieve the communication skills between the team members.
- **Managing information between the team**
 - 1- **Direct information:** it is imposed by the administration of illicit as essential
 - 2- **Indirect information:** it is information that can be mixed with other informations to extract new and innovation ideas and we must focus on this type of communication and information.

- **Conclusion**

Motivating the team and moving them towards the specific goal of the action plan in the project and the effective communication between the team is one of the standard in any successful project.