



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.

**\* For this project I will need important documents:-**

#### **1- I need to Identify who the stakeholders are and what they would like to achieve:-**

The main stakeholders would be staff and people who will directly be affected as they have a financial/operation concern with the outcomes of the project.

Other stakeholders who are affected by the outcomes of the project are:

- Senior manager who have authorised the project.
- Those who have provided financial or resources inputs.
- Those who directly utilize or benefit from the project.
- Customers.
- Indirectly the suppliers.
- The project team.
- Those who have an invested interest in the project.

**2- Project Scope, Statement, Management Plan (which will give me information on what the objectives and goals are, timeframes, action plan, who is responsible for what, what is required, and the outcome):-**

- What is the project (**New recruitment and selection process**)
- Who should work on the project
- Timeframe (**3 months**)
- Cost (**financial budget**)
- Who requires it (**HR**)
- Why is it required? What is it to achieve?
- What resources do we have available?
- Who will be affected by the project?

**3- Project financial, budget documents.**

**4- Project Resources available.**

**5- Access to the recruitment and selection process, I will need to have the policy and procedures currently in place and supporting documentation for this process (HR Recruitment, Selection and Induction manual).**

**6- Recruitment documentation, job descriptions, qualifications, salary information:-**

**Job Title:** Project Manager

**Section:** Human Resources

**Department:** Mail Distribution Centre

**Reporting to:** Mr Ali HR Senior Manager

**Summary Statement:**

Experienced Project Manager to manage and organise the implementation of a new Recruitment and Selection process in our mail distribution centre. Priorities are to complete the project within three months, implement software and ensure new procedures and training are completed within this timeframe. The Project Manager is responsible for delivery of the project on time and within budget.

### **Detailed tasks and Responsibilities:**

- Planning the Project Tasks
- Write up scope of the project and plan working closely with senior management and HR
- Set goals and objectives
- Create a detailed action plan
- Determine project parameters such as cost, timeframes, physical resources, legislation compliance, choice of external agency to provide training and software, service level agreement
- Determine start and end dates, timelines for project
- Draft a copy and make appropriate changes and have project signed off
- Have all the necessary documents and forms for the project activity
- Monitor and review progress
- Reporting progress to stakeholders and managers, establish a weekly verbal update and fortnightly written report
- Regular reviews and meetings with project team
- Conduct Risk Assessment and delegate to a project member
- Ensure legislative compliance throughout

### **Working Relationships: (delegating authority)**

- The Project Manager will be working closely with the Human Resources Senior Manager (who requested the project).
- A selection of Human Resource Managers and staff to collaborate regarding implementation of new software, new procedures and staff training
- CEO/Director/Funding Body – informing on progression of project

### **Person Specification:**

#### **Education:**

Tertiary qualifications in: Degree in Project Management, Human Resources, and Business Management or relevant field.

#### **Competencies Required**

- At least 5 years experience in project management
- Appropriate Leadership skills and strategic planning
- Abilities to problem solve and decision making
- Writing reports

- Proven capabilities to work independently and effectively as a team member
- A strong work ethic, with proven attention to detail and commitment to see through to the end
- Excellent verbal and written communication skills; and great multi-tasking skills
- Advanced skills in: Microsoft Project, Excel and Word

## **7. Organizational chart, reporting chart, reports for management on progress and budget.**

### **Deliverables that need to be achieved through the project:-**

- Selection of project team, staff.
- Allocating responsibility and roles.
- Delivering a project plan and scope to stakeholders to be signed off and approved.
- Consulting on requirements of recruitment and selection with HR staff and current processes.
- Researching and consulting with external supplier for new software package for recruitment.
- Service Agreement in place for delivery of software.
- Internal audit of current equipment needing upgrade before software implemented.
- Training requirements.
- Timeline schedule delivery.
- Training package for staff on new software and procedures.
- Budget.
- Payment.
- Timeline.
- Supporting documentation.
- Monitoring and evaluation reports.