



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

Planning:

First, I have to make stages for the Plan from the Start Date until the Due Date (within three months), This will also include deciding which communication channel will be used. I have used Microsoft teams to be virtual meetings. Then, the meetings will be scheduled bi-weekly.

Managing:

The meeting will be recorded in Microsoft teams, then I will assign an employee to record the minutes and summarize it in a document to be distributed by email for all of the members to be discussed in each next meeting in the agenda.

Controlling:

In each next meeting discussing the previous meeting's document will clarify and summarize the achieving of the project stages

Reasons

- 1- Virtual meeting has been chosen as it will be effective for groups from different departments and the meeting will be easily recorded.
- 2- The documents will be sent by the email to make sure that all members of the group can receive and access it anytime and anywhere.