



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment ١ (Spring ٢٠٢١)

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Students I.D		الرقم الجامعي

Section

Master

Date

Thursday

١٨ / ٠٢ / ٢٠٢١.

Course Code

(PMG٥٠٦)

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 (١)

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 (١٣٠ to ١٥٠ words) how you as the project manager should plan, manage, and control communication, with the team members to achieve deliverables. Give reasons.

Student Answer

To have an effective plan that address the needs of the project we need to be fully aware of getting the goals and targets across the team through effective communication. Hence to do that we will follow the listed steps the ensure project outcomes are met by:

- ١) Training all relevant employees in the policy and procedures to ensure they are aware of their accountabilities.
- ٢) Introducing policy and procedures for recruitment and selection.
- ٣) Reviewing the policy regularly.
- ٤) Making reference to recruitment and selection in all of centers documents such as code of conduct.
- ٥) Including recruitment and selection as a risk to be assessed in the Centre's internal audit and corruption risk management processes.
- ٦) Plan, do, review all the time with the team to measure the progress, and the speed is crucial while going through the process.

End

