



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..

At the time they handed me that task, I will take a pen and paper then make TO-DO-LIST. while I am preparing and planning for that unique project, I have to make a contract with an advertising company to publish ads that serve the **post office** and attract qualified people to work for it according to a specific development mechanism.

- This is my TO-DO-LIST draft sheet:-

My needs to manage this project:-

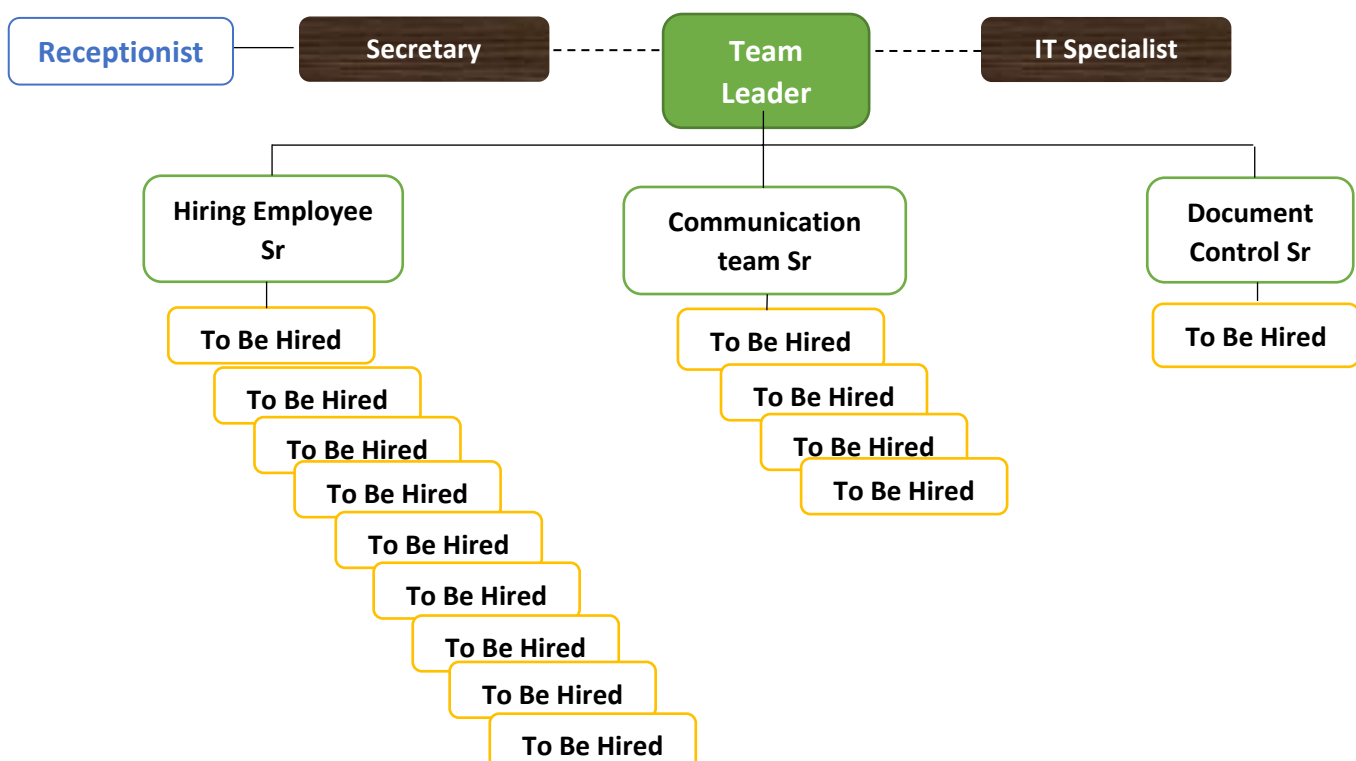
1- Materials :-

- Location to work - Ready to use + has a place for training*
- Offices - 18 Pieces*
- PC devices - 8 Devices*
- Printers - 2 Devices*
- Cell Phones - 19 Devices*

2- Human Resources :-

- Team Leader - 1 person to Manage the team*
- Hiring employee - 10 persons to make an interviews*
- Communication team - 4 persons responsible about all communications with job applicants.*
- Document controller - 2 person to archive files*
- Secretary - 1 person to assist the team leader in office work*
- Reception - 2 person*
- IT - 1 person*

- After that, I should prepare the **WBS** (work breakdown structure):-



- Kick-off a meeting with the organization to discuss the budget, project needs that have been identified in the to-do-list and the WBS.
- Delegating department managers to start hiring their employees.
- The beginning of the project by receiving employment requests and making appointments to receive job seekers on the site.
- Set Duration & Sequences as scheduling the tasks by knowing the target employment plan for the organization.
- Organizing by knowledge everyone the roles and his responsibilities.
- Receive the daily reports from the seniors, to know how the performance is going on.
- Send daily reports by e-mail to the owner to inform him how the project performance is.
- Coordinating between the departments to try to develop the essential plans.
- Monitoring the tasks and goals to satisfied the stakeholders.
- The motivation of the employee by rewarding them if they can finish the project within 3 months.
- Close the project after my team has done all objectives.
- Make a list of the lessons learned from the project. To improve the organization's next project plan.
- Save all documents whether soft-copy or hard-copy at the organization.