



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Alhanouf Saeed Aldossari	اسم الطالب
Students I.D	2021202709	الرقم الجامعي

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.

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

As a project manager I have to know how to deliver the goals to others and clarify it in an effective communication .And then how to develop Project Communication Management by focusing on three categories , which are , first is the **plan communication Management** , I will start by identifying a project milestones , key activities, also identify stakeholders needs , also identify methods of communication which can be team meeting it can be either physically or virtually meeting,because they are an effective way to discuss and gather the feedback immediately.

In Managing Communications, Which is the process of creating,collecting,distributing,storing project information.I would choose Microsoft office tools such as outlook to send emails and Dropbox for sharing informations and both of them allows teams to share documents, images and presentation ,enable the team to view or edit. Useful for business owners with colleagues, partners, or clients across various geographical locations who need to meet on a regular basis.

Moreover, the third stage will be on Project control and it is the processes for gathering and analyzing **project** data to keep costs and schedules on track. I will be responsible for control and monitor the process of communication of the project life cycle so that the information requirements of all project stakeholders are satisfied and the project . And to control the commission I will apply performance report method because it is efficient and useful addresses the outcome of an activity or the work of an individual.

And , also, the main reason is to achieve the desired project plan with less budget, time and scope and the project success.