



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..

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

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.

As a project manager and in its simplest sense a project management plan will include the following elements:

- 1- **Project Aims:** If the final deliverable of a project does not meet the requirements of the client then it has not been successful. Therefore, you must establish what those requirements are (and prioritizing them).
- 2- **Project Deliverables:** These are the tangible items that will ensure the needs of the client are met and will include time estimates.
- 3- **Project Schedule:** A list of individual tasks along with how long they are estimated to take, who will complete them, any inter-dependencies and any important milestones along the way. There are many software packages to help you do this efficiently.
- 4- **Resource Requirements:** The project schedule will enable you to justify the project's resource requirements for time, equipment, budget and people. Identify individuals by name or skillset along with their responsibilities within the project.
- 5- **Communication Plan:** Who needs to be kept informed about project progress and how will this be communicated? Typically, there will be various reports with differing levels of detail for different stakeholders that cover progress and planned work for the next period
- 6- **Risk Management:** This involves the identification, monitoring and mitigating of risks.
- 7- **Quality Guidelines:** You need to know what level of quality is expected and required so the definition needs to be detailed and measurable. It also needs to consider available budget and resources.