



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 الانجليزية.
- ☐ 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

## a. Plan Communications Management.

### • Purpose of Communications Management Plan

The overall objective is to promote the success of a project by meeting the information needs of project stakeholders. The Communications Management Plan defines the project's structure and methods of information collection, screening, formatting, and distribution and outline understanding among project teams regarding the actions and processes necessary to facilitate the critical links among people, ideas, and information that are necessary for project success.

- **Stakeholder identification and analysis:** presents contact information for all persons identified in this communications management plan **Example:**

| Name   | Title           | Contact                      | Communication                     | Vehicle      | Comments |
|--------|-----------------|------------------------------|-----------------------------------|--------------|----------|
| White  | Project Sponsor | a.white@abc.com              | Status Reports                    | Email        |          |
| Khalid | PM              | Khalid@@abc.com - 0566322332 | Status Reports and Status Meeting | Email- Phone |          |
| Black  | HR              | b.black@abc.com              | Status Reports and Status Meeting | Email        |          |
| Red    | Project Team    | Gruop.red@abc.com            | Status Reports and Status Meeting | Email        |          |

- **Communications Matrix:** identifies the communications requirements **Example:**

| Communication Type     | Objective of Communication                                                                     | Medium                                                                                      | Frequency | Audience                                                                                                            | Owner | Deliverable                                                                                                       | Format                                                                                                                 |
|------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Kickoff Meeting        | Introduce the project team and the project. Review project objectives and management approach. | <ul style="list-style-type: none"> <li>• Face to Face</li> </ul>                            | Once      | <ul style="list-style-type: none"> <li>• Project Sponsor</li> <li>• Project Team</li> <li>• Stakeholders</li> </ul> | PM    | <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Meeting Minutes</li> </ul>                             | <ul style="list-style-type: none"> <li>• Soft copy archived on project SharePoint site and project web site</li> </ul> |
| Project Team Meetings  | Review status of the project with the team.                                                    | <ul style="list-style-type: none"> <li>• Face to Face</li> <li>• Conference Call</li> </ul> | Delay     | <ul style="list-style-type: none"> <li>• Project Team</li> </ul>                                                    | PM    | <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Meeting Minutes</li> <li>• Project schedule</li> </ul> | <ul style="list-style-type: none"> <li>• Soft copy archived on project SharePoint site and project web site</li> </ul> |
| Project Status Reports | Report the status of the project including activities, progress, costs and issues.             | <ul style="list-style-type: none"> <li>• Email</li> </ul>                                   | Weekly    | <ul style="list-style-type: none"> <li>• Project Team</li> <li>• Stakeholders</li> <li>• PMO</li> </ul>             | PM    | <ul style="list-style-type: none"> <li>• Project Status Report</li> <li>• Project schedule</li> </ul>             | <ul style="list-style-type: none"> <li>• Soft copy archived on project SharePoint site and project web site</li> </ul> |

- b. **Manage Communications.** creating, collecting, distributing, storing, retrieving, and the ultimate disposition of project information in accordance to the communications management plan. The key benefit of this process is that it enables an efficient and effective communications flow between project stakeholders.

- c. **Control Communications** ensuring the information needs of the project stakeholders are met. The key benefit of this process is that optimal information flow as defined in the communications management plan and stakeholder engagement plan.