



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Najla Alshaya	اسم الطالب
Students I.D	2021202604	الرقم الجامعي

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

- The project manager must have multiple skills such as leadership, negotiations s the ability to cooperate with the work team members, but one of the most important skills that is method of communication and controlling team members
- Make communication consistent priority: effective communication with leaders requires a long term approach not just a short term initiatives, and there are multiple means of communication between the managers and the team members which such as monthly/weekly meetings.
- Communication through multiple tools: the leader must use multiple means in order to communicate with team members, there are tradition tools of communication such as individual discussions or through emails, and there are more advanced tools such as video conferences and social media communication tools.
- Maintaining open and direct lines of communication between the leader of the project and the team member.
- Implementing the team's suggestions: taking into account the opinions and ideas of the team members is an initial step in improving communication to the organisations during the team's ideas and suggestions are valued and relevant.