



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

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(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة 9 مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الإنجليزية.
- يتم تسليم المشروع في صيغة ملف pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion، وأخيراً المراجع References. وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط 12.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر 1.5 line spacing.
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: **Eng. Dr. Akram M. S. Ali**

Project:

You are required to document your role in administering a project. The project may be set in a business, social, sporting, or family environment but must be of a significant size and scale. If you do not have an actual project to write about you may complete the project hypothetically.

This report will be between three to six pages in length. This is a significant research project.

Your report must address ~~each~~ **ONE** of the following issues:

1. Identify and describe the purpose, scope, and objectives of the project. **Display this information using an appropriate tool.**
2. Describe how the team is given an outline of the project.
3. Describe the strategies that are going to be set up to maintain communication with the team members.
4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.
5. Identify project milestones and activities. **Display this information using an appropriate tool.**
6. Create a budget and link the costs to the key milestones for a project.
7. Describe how you are going to divide tasks and resources amongst a project team. **Display this information using an appropriate tool.**
8. Briefly describe how the progress will be monitored.
9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.
10. Describe the current procedure for finalizing projects. Create your own procedure and identify how you will evaluate the success of the project.
11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

Best of luck...



ENJAZ asset management system development project in KAMC
"A CASE STUDY IN BIOMEDICAL DEPARTMENT IN SEDER GROUP"

Planning communication with the team members

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Advanced Project Management PMG506 MPM

Eng. Dr. Akram M. S. Ali

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INTRODUCTION

Many modern organizations carry out their business tasks using the project-based approach. Realization of projects requires appropriate management, which is of particular importance for the success of project implementation, and includes a number of areas, One of the primary areas of project management is communication management, mainly due to the great importance that is attributed to this area of project management, and because of its impact on the success of the project, in particular IT and asset management systems.

The importance of this stage in this type of projects lies on communication plan management stage because it clarifies the general approach to contacting stakeholders and project team about asset management systems, as well as clarifies the important messages and describes the main stakeholders and communication activities, as well as how to evaluate the success of those communications.

The medical devices asset management system ENJAZ project in the King Abdullah Medical City in MAKKAH is one of the IT projects that seek to develop through the project management methodology to be of high reliability with the data and information provided to facilitate the management of medical devices assets from their installation, monitoring of their work and periodic maintenance of them which is reflected in the safety of patients and improving their experience and the service provided for them and Biomedical Engineering Department that establishing this project as a department that achieves a high level of quality and efficiency according to the organization's internal standards as well as international standards.

As the project manager for this project care must be taken to achieve its objectives, which include controlling the medical devices asset management system completely and with high efficiency that serves the plans of the Biomedical Engineering Department and is compatible with the strategies of King Abdullah Medical City KAMC.

PURPOSE

The main goal of this research is to identify real-life project communication management practices and accompanying factors, to summarize the collected information and use it in future research to develop a method of selecting the project communication management patterns most appropriate to the characteristics of a given project, the team and its environment and also reveals that

ensuring proper and effective project communication it is not only a matter of preparing a communication plan, creating, collecting, distributing, storing project information, and identifying responsibilities for project team members and other project stakeholders, but also of having good personal contact with team members, developing positive relationships, and obeying fundamental rules of clear and positive communication

LITERATURE REVIEW

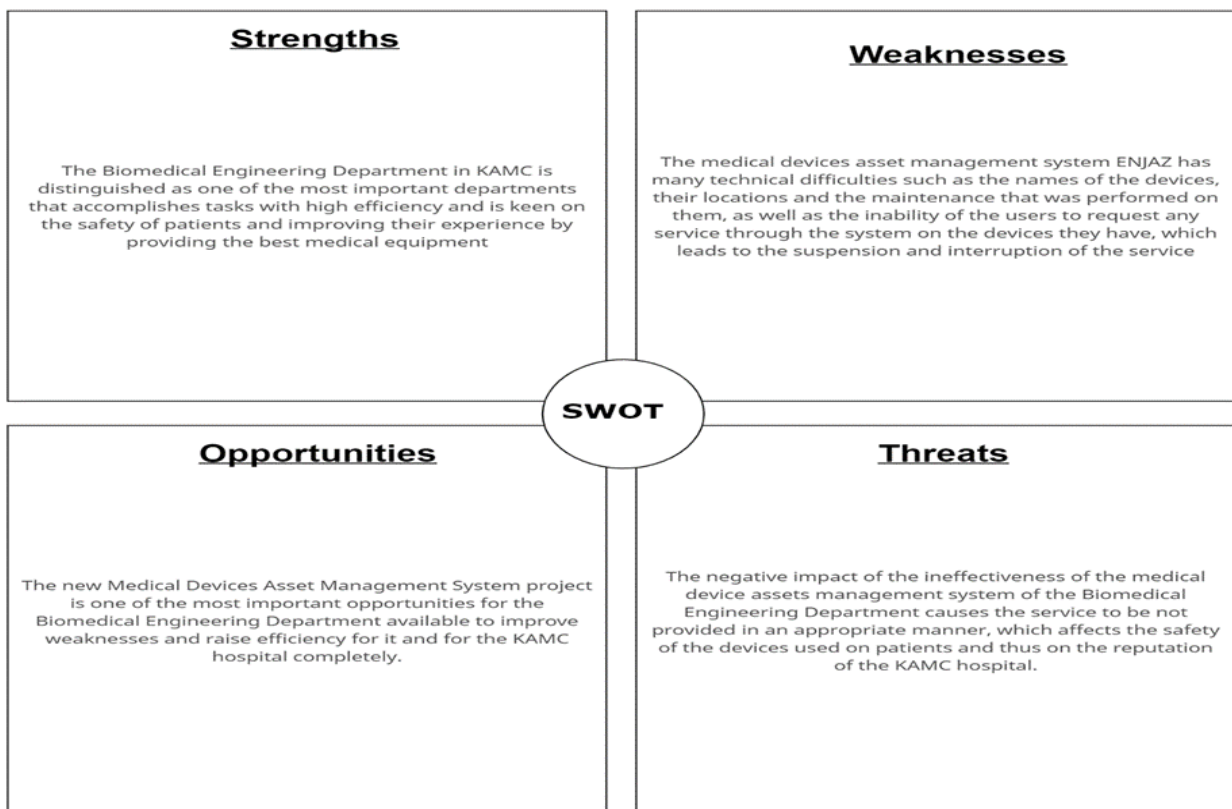
In a project environment, it is exemplary for people to communicate with each other to enable the execution of planned tasks with certainty right through the project life cycle. (Nangoli & Ahimbisibwe, 2012).

With effective communication relating to how project information is availed in the right format, at the right time, and with the right impact to the project stakeholders. (Priyadharshini & Satheesh, 2015).

Project communication is gaining prominence as a way of referring to information exchanges particularly intended to create understanding, effectiveness and eventual impact on project performance. (Ruuska,1996; Nangoli et al., 2012; Nangoli, 2010; Ramsing 2009).

STATUS and ANALYSIS

Project status	The project is currently operating within the agreed schedule, budget and quality targets.
Project issues	The impact of the issues currently affecting the project and the actions taken to resolve them.
Project risks	The high-level risks which may affect the project and the actions taken to mitigate, avoid or reduce them.



METHODOLOGY

- Project Communications Management defines the processes needed to ensure the timely collection, generation, distribution, storage, retrieval, and destruction of project information with all stakeholders and project team members.
- Stakeholder identification, identifies all individuals or organizations that may be affected by the project.
- A communications plan defines how the needs of stakeholders and project team will be met, as well as defining the communications approach to the project.
- Information distribution deals with how information will be provided to project stakeholders. It manages stakeholder expectations and sets the framework for working with stakeholders to meet their needs and address their issues (problems).
- The Performance Report covers the process of gathering and distributing information about the performance of the project team, as well as status reports, metrics, and projections.



RESULT and DESCATIONS

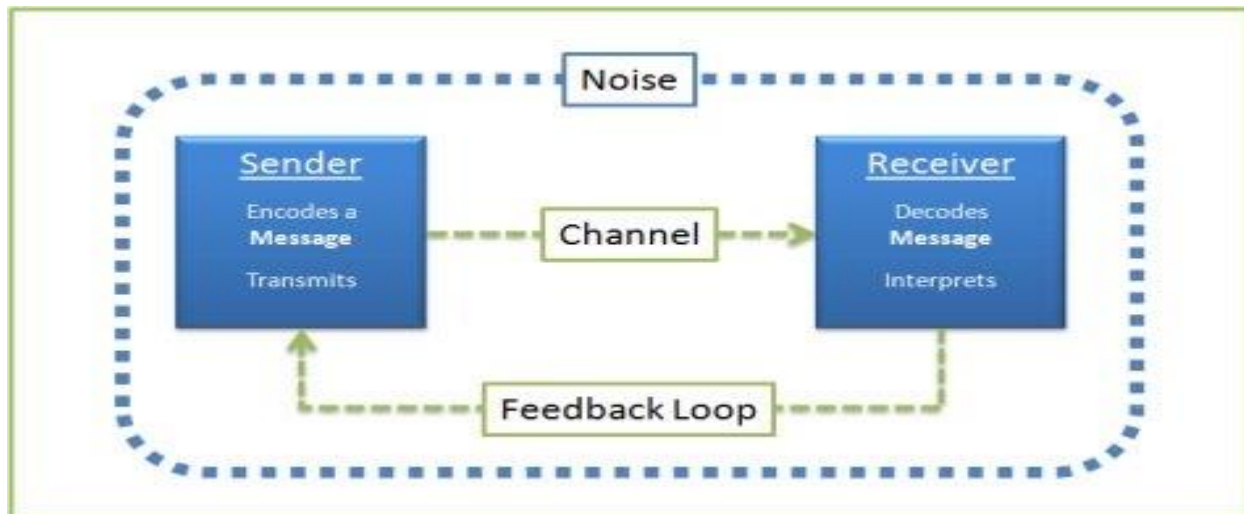
Communication plan:

ID	Communication type	Description	Purpose		Frequency	Targeted
1	Project Team Meeting	Meeting involving all team members, to discuss the work in-progress / recently completed / coming up	To keep the team informed of the project status and ensure that issues, risks or changes are raised early on.	Face to face	Weekly	<i>Project team</i>
2	Daily Work orders	User corrective work orders on system	To determine the number of data have been modified	ENJAZ system	Daily	<i>Project team</i>
3	Preventive work orders	Auto system generated PM work orders	To control the progress of the PM correct scheduling and timing	ENJAZ system	Monthly	<i>Project team</i>
4	Progress reports	Excel sheets	To keep up to date	Emails	Daily	<i>Project manager</i>

Stakeholder Register:

Name	Role	Information	Power	Interest	Inte/Exte
Biomedical Department	Project Sponsor	✓ Summary project status ✓ Critical risks and issues ✓ timeline performance	High	High	Internal
System Planner	Project Manager	✓ Detailed project status ✓ All risks and issues ✓ Resource, supplier, & timeline performance	Medium	High	Internal
Biomedical Contractor director	Contractor Director	✓ Updated modified data ✓ Summary status ✓ PM schedule update	Low	Low	Internal
ENJAZ team	System owner	✓ Updated modified data	High	Low	External

Communication Module:



Key communication channels in project management:

There are many ways to communicate with the team and stakeholders during the project, but each channel should serve a specific purpose:

- Email: Emailing should be reserved for high-level communication, not project management. Email meeting invites, critical documents, or reserve email for client communication only.
- Messaging apps: When need to send someone a quick clarification or a simple question, immediate messaging apps is used. It should be reserved for lower priority communication that just needs to take place between two people.
- Face-to-face meetings: Once a project plan is in place, a face-to-face meeting is a great way to share all the information with a large group.
- Conference calls: Conference calls also work for project kick-offs and check-ins. They're easy to join from anywhere, making them ideal for distributed and mobile teams.

Risks

Count.	Description	Type	Advance project
1	Failure to generate work orders for periodic maintenance in the system	Programmatic Risks	Communication issue because lack of info
2	The location data is incorrect in the system, which causes inaccessibility to the assets	Programmatic Risks	Data missing and poor documentation
3	Pricing on subcontracts based on wrong information	Financial Risk	Cost due to wrong data from ENJAZ system
4	Technical breakdowns in the main server and loss of data	Operational Risks	IT issues *
5	Lack of technical support staff and their experience	Operational Risks	Training

Conclusion

At the end we should monitor Communications to ensures that all the information needs and requirements of the project and the involved project team and stakeholders are met by its completion. It is performed throughout the project lifecycle and helps in optimizing the flow of the information as per the communication management and team members engagement plan.

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