



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

Thursday

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Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 20-05-2021 في تمام الساعة ٩ 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. Amaal Aburumman

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 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...

المشروع:

مطلوب منك توثيق دورك في إدارة مشروع. قد يتم تعيين المشروع في بيئة تجارية أو اجتماعية أو رياضية أو عائلية ولكن يجب أن يكون بحجم مناسب. إذا لم يكن لديك مشروع فعلي لتكتب عنه ، فيمكنك إكمال المشروع افتراضياً. **سيكون هذا التقرير من ثلاث إلى ست صفحات.** يجب أن يعالج تقريرك كل من القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء ميزانية وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

Introduction:

I would like to mention creating a team for Global Liquidity and Cash Management Department in Banking Industry. Under this department there are sub departments that includes Business Management, Product Management, Client Services Management, Channel Management and Sales Management. The reason to apply this project that there was merging recently between current bank and another bank. There are advantages and disadvantages of the merge. One of the disadvantages is lack of manpower due to turnover, termination and restructure changing. Planning and implementing for this project by specific tool which is WPS = Work Breakdown Structure. WPS will help me as project manager to arrange the structure of Global Liquidity and Cash Management Department.

Important step to be after creating the team that I will give them outline of the project by explaining tasks and requirements that needed for each department and member. The strategies that are going to be set up to maintain communication with the team members is highly communication that includes the processes that are required to ensure timely and appropriate, planning, collection, creation, distribution, storage, retrieval, management, control, monitoring and the ultimate disposition of project information. Holding a daily meeting is an effective communication strategy between the team.

identifying the project milestones and activities as mentioned below:

Milestone	Responsible	Date
1- Studying the current situation.	Project Manager	2 May,2021
2- Identifying the exact needs	Project Manager	9 May,2021
3- Providing proposal to the top management with all the needs.	Project Manager	16 May,2021

GLCM Department Project

4- Getting approval for the required needs including recruitment plan.	Project Manager and Stakeholders	23 May,2021
5- Contracting with recruitment agency.	Project Manager and Finance Manager	13 June,2021
6- Operational recruitment process.	Project Manager and Stakeholders	16 June,2021
7- On boarding for the selected candidates.	Human Resource Team	18 July,2021
8- Measuring performance after probation period for candidates.	Project Manager and Stakeholders HR Manger	18 Oct,2021
9- Excellent business continuity for Global Liquidity and Cash Management (GLCM) department.	Project Manager	24 Oct,2021 - opertional.

The tool that are going to be used to monitor the goals, time frames or milestones is submitting weekly reports to know the cons and pons of the project. Also, I will use affective weekly meeting to monitor and reach the goals. Another way to measure is designing plan for each milestone.

Creating a budget and linking the costs to the key milestones for a project:

For Recruitment agency cost estimate = Labor type

For on boarding cost estimate = Supplies type

For Manpower cost estimate = Labor type

ID	Tasks	Dur Time	Recourse	Total Hrs	OT Hrs	Total Cost
1	Analyzing	7 Days	Internal Team member from organization.	7*24=168	0	0

GLCM Department Project

2	Identifying	7 Days	Internal Team member from organization.	$7*24=168$	0	0
3	Providing proposal	7 Days	Internal Team member from organization.	$7*24=168$	0	0
4	Approval for the recruitment plan	7 Days	Internal Team members from organization.	$7*24=168$	0	0
5	Contracting	14 Days	Internal Team members from organization.	$14*24=336$	0	20% from total salary (15,000 SAR) of each selected candidate= $3000*5= 15,000$ as total cost
6	Operational process	32 Days	Recruiters from recruitment agency.	$32*24=768$	10 Hrs	Cost for recruiting 5 managers with 15,000 SAR total salary as Business Management Manager , Product Management Manager , Client Services Management Manager, Channel Management Manager and Sales Management Manager= $15,000*5= 75,000$ SAR as total cost
7	On Boarding	2 Days	Internal Team members from organization.	$2*24=48$	0	0
8	Measuring performance	90 Days	Internal Team members from organization.	$90*24=2160$	0	0
9	Project Closing	7 Days	Internal Team members from organization.	$7*24=168$	0	0

Dividing tasks and resources among a project team using WBS tool:

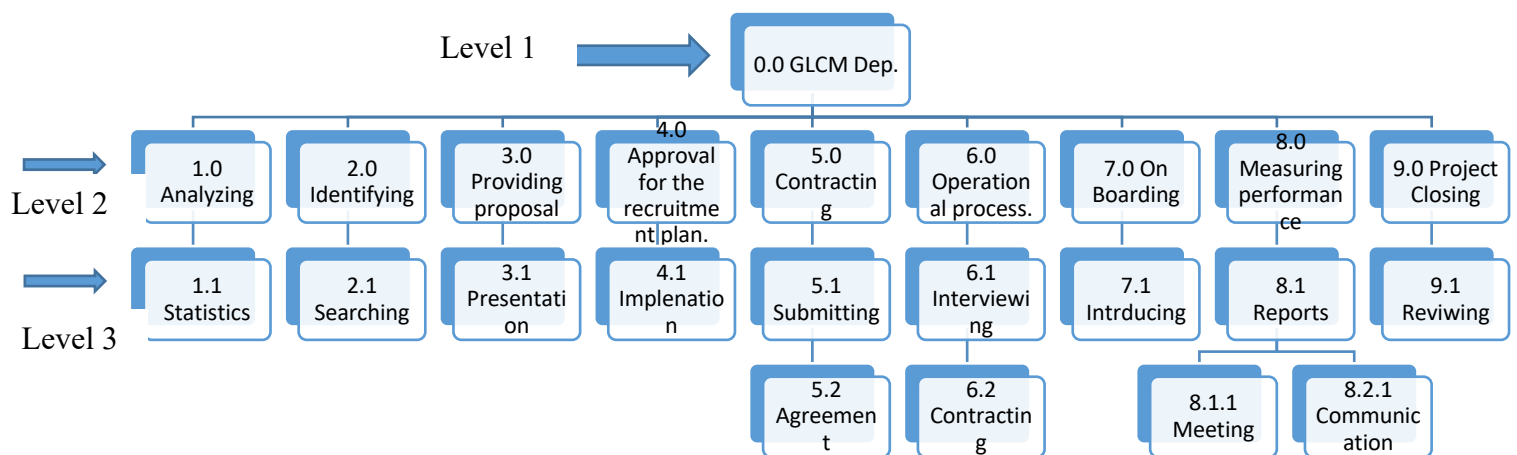


Figure 1 WBS for GLCM

The progress will be monitored by following the exact milestones including timeline and achievement. Also, the current project records maintained by share folder internally in the organization between the team. The responsibility for it is project manager coordinating with IT team. Another point to mention, I can suggest recommendations on how this process could be improved such as holding meetings via Zoom in order to save time and efforts.

To ensure the excellent business continuity for Global Liquidity and Cash Management (GLCM) department I will use performance evaluation every three months as the current procedure for finalizing the project. I will evaluate the success of the project by performance evaluation results. One of the legislations that might affect in the project including health and safety is the selected five candidates can be sick, the anti-discrimination legislation can be solved by providing incurrence to cover the medical cost.

Literature Review:

Author Marcus Buckingham and Cisco Leadership and Team Intelligence head Ashley Goodall show in A Freethinking Leader's Guide to the Real World book shows that organization's culture is the key to its success. Strategic planning is essential. Your competencies should be measured and your weaknesses shored up. Leadership is a thing. These may sound like basic truths of our work lives today. As strengths guru and bestselling, they cause dysfunction and frustration, ultimately resulting in workplaces that are a pale shadow of what they could be but there are those who can get past the work lies and discover what's real. These freethinking leaders recognize the power and beauty of our individual uniqueness. They know that emergent patterns are more valuable than received wisdom and that evidence is more powerful than dogma. With engaging stories and incisive analysis, the authors reveal the essential truths that such freethinking leaders will recognize immediately: that it is the strength and cohesiveness of your team, not your company's culture, that matter most; that we should focus less on top-down planning and more on giving our people reliable, real-time intelligence; that rather than trying to align people's goals we should strive to align people's sense of purpose and meaning; that people don't want constant feedback, they want helpful attention. This is the real world of work, as it is and as it should be. "Nine Lies About Work" reveals the few core truths that will help you show just how good you are to those who truly rely on you. Author Gretchen Anderson in A Freethinking Leader's Guide to the Real World book shows that collaboration is key for organizations in the 21st century, yet few business people have been trained to teach this skill. How do you advance ideas in a collaborative way and then communicate them throughout your organization.

There is a fact that sharing ideas with others while gaining buy-in from all levels of your organization. Also, Product managers, designers, marketers, technical leaders, and executives will obtain better insight into how team members work together to make decisions. Through tangible exercises and techniques, we must know how to turn promising ideas into products, services, and solutions that make a real difference in the market along with using a framework to develop ideas into hypotheses to be tested and refined. Also, Avoid common pitfalls in the collaboration process, align communication approaches to ensure that collaboration is effective and inclusive, structure events or meetings for different types of collaboration depending on the people involved & practice giving and receiving critiques to foster inclusion without resorting to consensus-based decisions. Author Jerry Toomer in *The Catalyst Effect: 12 Skills and Behaviors to Boost Your Impact and Elevate Team Performance Hardcover* book shows real situation such as knowing colleagues who stepped into the conference room, on stage, or onto the playing field, elevated the performance of everyone around them. Or someone whose impact within the team could be seen in nearly everything that was said and done. These individuals are catalysts - they spark excellence in the behavior and the performance of the entire team. The behaviors and skills are needed to lead from wherever you are, regardless of your role or title. It express powerful leadership and teamwork principles. It must be clearly defined competencies, based on field research with professionals in business, sports, the arts, and non-profit organizations- that will elevate the performance of individuals, teams, and your entire organization. Even if you are skilled, you will know to learn and practice catalytic competencies and help your group and organization achieve greater success, improve team dynamics, and help teammates grow in stature while magnifying their value. Author Steven Mostyn in *Recruiting 101: The Fundamentals of Being a Great Recruiter* book shows how to develop 15 fundamental recruiting skills. Recruiting process include sourcing, social media, recruitment marketing, candidate engagement, cold calling, interviewing and selection. It is important to become efficient in using these major recruitment tools: LinkedIn, Indeed, Facebook, Monster, and CareerBuilder.

Methodology:

In this research I used Quantitative method approach to define measuring, ranking, categorizing and identifying patterns in GLCM department project. This research took two weeks for brainstorming, one week arranging ideas, two days for the first draft, one day for reviewing and four days for final draft. I used methods to conduct surveys by phone, mail and in person. As shown above in **Figure 1**, the structure is divided into three levels. Level 1: shows the project name which include the main department. Level 2: Breaking down the structure with the major deliverables as basic milestones. Level 3: Shows detailed of sub-structure as small deliverables that support level 2.

Results and Discussion:

The aim of this research is to implement a team for GLCM department. The main goal is looking for great team by using all the supportive tools such as, project card that include milestones and timelines, WBS to ensure the work in the right track, effective communication to do all the research steps. The final result that the research must address is recruiting within the selected plan that includes Cost Effectiveness for the bank. Cost Effectiveness is important to reduce the funds. Another result for this research is sustainability. When we have sustainable employees that work from the bottom of their hearts, the percentage of turnover will be zero.

References:

- 1 - Nine Lies About Work: A Freethinking Leader's Guide to the Real World by Marcus Buckingham and Ashley Goodall.
- 2- A Freethinking Leader's Guide to the Real World by Gretchen Anderson.
- 3- The Catalyst Effect: 12 Skills and Behaviors to Boost Your Impact and Elevate Team Performance Hardcover – February 12, 2018 by Jerry Toomer
- 4- Recruiting 101: The Fundamentals of Being a Great Recruiter by Steven Mostyn