



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 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 communication plan describes the communication efforts made during a project deliverable development, which will be divided into three parts: Plan Communications Management, Manage Communications, and Control Communications.

In the process of Plan Communications Management all stakeholders are identified in the local mail distribution center, which they are: The main administration of the center, HR, current staff, and new employees that will join the company.

the communication method with the main administration will be through an official letter on a weekly basis to get approved or rejected.

the communication method with the HR will through mail / official letter on weekly/daily basis to get the approval.

the communication method with the current staff will be through mail on daily basis just to inform them no feedback is required.

the communication method with the new joiners will be through phone call/email/interview. And the time frequency of the communication is depending on the work needs and the expected feedback is just to inform the rejection or approval.

The letters are approved by human resources every week and after accreditation they are submitted to the main administration of the center for accreditation.

The approval of new employees for the employment contract should be by e-mail.

After the adoption of the letter of employment from HR, it is submitted as an official letter to the principal administration in order to approve the person or reject it.

The new employees are contacted by phone call and then send an e-mail to agree on the interview appointment and then an interview after that send an e-mail in case she/he is rejected or approved and the e-mail that HR will received from the approved employee will considered as an official response.

In the manage communication, the communication between the stakeholders and the project manager is carried out through the communication supreme plan adopted in the previous process.

During control management process, communications will be monitored and ensure that all stakeholders apply the approved telecommunications administration plan.

