



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Ibrahim Alsulaim	اسم الطالب
Students I.D	2021202123	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

Advanced Project Management

Initially I will put the boundaries of the project, and then I'll start planning to determine the required project tasks as well as I would stay in need of resources or that we need, and then we will work on scheduling, as well as the restructuring of the distribution of tasks and ensure that each team member knows his duties and responsibilities, and then will arrange the project to start as well as the start and follow-up control phase and in the end I will close the project.

Now I will speak on every stage that you ask about in the beginning:

- **Communication Skills** is One of the single most important characteristics of a first-rate project manager is excellent communication skills. Written and oral communications are the backbone of all successful projects.
- **Planning Skills** is Organizational and planning skills are closely related and probably the most important skills, after communication skills, a project manager can possess. Organization takes on many forms.

The important and reasons of project management is to Enables us to map out a course of action or work plan, Helps us to think systematically and thoroughly, Unique Task, Specific Objective, Variety of Resources, Time bound.

Thank you

Ibrahim Alsulaim