



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

Thursday

18 / 02 / 2021.

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

❖ Timescale: 3Months

❖ Planning Communication:

Do communication management plan based on stakeholders' requirements and needs through available and appropriate communication resources and channels including emails to share projects document information and internal and external communications and interview invitations, MS Teams for teams' operations, actual or online meeting to divide tasks and emergency, phones to contact easily, and analyze stakeholders.

❖ Managing Communication:

distribute communication details list of project information and tasks, create drive information storage to available access anytime, launch effective technology to contact candidates, and make MS Team group for team to operate easily.

❖ Controlling Communication:

Monitor project life cycle to ensure stakeholders' needs and requirements are achieved, manage MS Team group daily to confirm no conflicts or miscommunications exist, check processes move smoothly as planned, review communication status reports, and request immediate meeting if needed to ensure effectiveness of communication management plan is at its highest.