



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Moataz Mohammadzaki E Turkstani	اسم الطالب
Students I.D	2021201952	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 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

Plan Communication:

- Referring to OPA for guidance of planning communication.
- Determining information needs and stakeholders' requirements, performing Stakeholder Analysis to know their needs.
- Describing how to collect and store information, and defining communication channels (one-to-one, one-to-many,) and organizational charts.
- Determining the distribution method, describing what information goes to whom (Internal staff, Key stakeholders), when (daily, milestones), and how (formal, informal).
- Conflicts during planning arise for assigning resources, final schedule, procedures (decision-making) and technical requirements.

Manage Communication:

- Making needed information available in a timely manner according to the plan, using proper technology to enhance collecting and storing information process.
- Enabling efficient and effective communication flow among stakeholders, using appropriate communication skills (feedback, non-verbal, presentation).
- Conflicts are inevitable, so PM should encourage functional conflicts and manage dysfunctional ones, using proper strategy to find solutions.
- When conflicts arise, interpersonal skills are needed like negotiation to solve conflicts, and keep in mind team development stages.

Control Communication:

- Ensuring stakeholders needs are met by comparing the performance information to the plan and adjusting the plan when needed.
- Reports are important for monitoring projects and during status meetings.
- Documenting is essential for closure processes after that.