



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 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

Project Manager : Menwer Hashem Almuhanha

To have a successful process of recruitment for develop a new staff recruitment and selection process it is important to :

**1) Define role**

**2) Selecting Top**

**3) Interview**

1) Define role

It is important to write job requirement in job description when recruiting the new staff in a project with details :

1. Purpose and responsibility of the job role
2. Eligibility Criteria
3. Knowledge, Qualification, Experience and skills needed for the job role
4. Salary, commission, rate and other benefits
5. Workplace and environment

2) Selecting Top Applicants

Using of the data from above requirements is to select few candidates and call the and invite for interview.

3) Interview

The selected applicants are contacted through telephone and interview is done to gather personal information of the candidates and knowledge of their work. Candidates are assessed for their communication skills, knowledge, experience.

The budget of the company's recruitment and selection is considered on the ways used for Recruitment and the number of new staff requirements. The selected candidates after the Recruitment process are given a date of joining and the duties by the project manager. The Orientation inform candidates about the organization and work .

| Timelines of this project                          | 1 week | 2 week | 3 week | 4 week  | 5 week  | 6 week  |
|----------------------------------------------------|--------|--------|--------|---------|---------|---------|
| 1 Form submission to advertising                   |        |        |        |         |         |         |
| 2 Advertise                                        |        |        |        |         |         |         |
| 3 Applications send                                |        |        |        | 24 hr   |         |         |
| 4 First select of candidates                       |        |        |        |         |         |         |
| 5 Letter to candidates and inviting for interview  |        |        |        |         |         |         |
| Timelines of this project                          | 7 week | 8 week | 9 week | 10 week | 11 week | 12 week |
| 6 Selection process                                |        |        |        |         |         |         |
| 7 References check                                 |        |        |        |         |         |         |
| 8 Letter to unsuccessful candidates                |        |        |        |         |         |         |
| 9 Candidate acceptance of offer                    |        |        |        |         |         |         |
| 10 Letter to candidates and inviting for interview |        |        |        |         |         |         |

Total – 11 weeks

Total time – 12 weeks