



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

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..

Mail Distribution Center- Recruitment & Selection Process]

Project Name:

New Staff Recruitment and selection Process for the Mail distribution Center.

Purpose:

Develop a new staff recruitment and selection process For the Mail Distribution Center, and will participate in the implementation of it within three months.

Project Objectives:

- **Create the overall vision of how the Mail Distribution Center recruit, new staff.**
- **Increase the satisfaction of all key stakeholders, process owners, and individuals engaged in the process.**
- **Work directly with project team, and support them to communicate the value of benefits, and to improve the Center's image.**
- **The process will be implemented within three months.**

Project Scope:

Develop a new staff recruitment and selection process, to be implemented within the next three months. The process covers the local recruitment. The process doesn't include internal hire (Transfer from other departments).

Success and Completion Criteria:

The project will be successfully completed once all deliverables stated below have been completed and officially approved.

Key Assumptions:

- Increased Compensation will increase the hiring.
- Reduction of time in recruitment process will improve recruitment.
- The employee contract is a full-time contract.

Key Deliverables:

After 3 months from the starting date of the project, the detailed recruitment process of the local new candidate will be submitted, including advertising, acceptance of applicants and selection of appropriate candidates.

Key Stakeholders:

Executive Mail Center	
HR Manager	
Project manager	
Project team members	

Project Milestones:

START DATE 01/02/2021

END DATE 30/04/2021

Requirements:

- Study the current recruitment and hiring process in the Mail Center , to be assessed
- Software programmed for process diagram.
- Policy & Procedures documents for the Mail Center (OPA).

- Approval of the process.
- Meeting Room.
- Communication tools (email, Telephone,)

Risks:

- Lack of Salary incentives which may affect attracting applicants.
- Lack of process software to be used in the project.

Project Phases:

Initiation and preparation

Execution

Closing and submission

Communication with Stakeholders:

The goals of communication are as follows:

- Keep stakeholders informed of project timeline and needs.
- Give Stakeholders needed info to gain acceptance of the project.

Name	Role Title	Frequency	Format/Channel
XY	Executive Mail Center	Major Milestones	High level timeline/progress update via email
XY2	HR Manager	Weekly	Weekly meeting, emails
XY3	Project team members	Daily	Weekly check-in meetings, daily emails as needed

Project Approval:

The project will be approved after signed by the following:

- **Executive Mail Center**
- **HR Manager**
- **Project Manager**