



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

Student Name	Hassan Ali Alsadeer	اسم الطالب
Students I.D	2021200464	الرقم الجامعي

Section

Master

Date

Thursday

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Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- يتم تسليم المشروع في صيغة ملف pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion، وأخيراً المراجع References. وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط 12.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر line spacing 1.5
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: Eng. Amaal Aburumman

Project:

You are required to document your role in administering a project. The project may be set in a business, social, sporting, or family environment but must be of a significant size and scale. If you do not have an actual project to write about you may complete the project hypothetically. **This report will be between three to six pages in length.** This is a significant research project.

Your report must address each of the following issues:

1. Identify and describe the purpose, scope, and objectives of the project. **Display this information using an appropriate tool.**
2. Describe how the team is given an outline of the project.
3. Describe the strategies that are going to be set up to maintain communication with the team members.
4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.
5. Identify project milestones and activities. **Display this information using an appropriate tool.**
6. Create a budget and link the costs to the key milestones for a project.
7. Describe how you are going to divide tasks and resources amongst a project team. **Display this information using an appropriate tool.**
8. Briefly describe how the progress will be monitored.
9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.
10. Describe the current procedure for finalizing projects. Create your own procedure and identify how you will evaluate the success of the project.
11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

Best of luck...

المشروع:

مطلوب منك توثيق دورك في إدارة مشروع. قد يتم تعيين المشروع في بيئة تجارية أو اجتماعية أو رياضية أو عائلية ولكن يجب أن يكون بحجم مناسب. إذا لم يكن لديك مشروع فعلي لتكتب عنه ، فيمكنك إكمال المشروع افتراضياً. سيتمكنون هذا التقرير من ثلاث إلى ست صفحات .

يجب أن يعالج تقريرك كل من القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء ميزانية وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Dividing the Work between Team Members

Introduction:

Each one of us has been part of a team at some point in time. Many have also led a team. The logic behind teamwork is to get the project done at the earliest with maximum efficiency. But if team management is not carried out properly, even the group comprising the smartest individuals cannot achieve its goals. And a crucial component of perfect team management is to 'divide work equally' among the members. Most managers fail when it comes to work allocation in a team since it is not everyone's cup of tea. Experience, rationale, and intuition are essential to the appropriate allocation of responsibilities.



Methodology:

This post by Startup Talky discusses a few ways to distribute work effectively among people.

- Planning the project
- Interview the Team Members
- Assign Roles
- Set Small Goals
- Communicate

1) Planning the project:



Without careful planning it is likely that your project will fail to achieve its objectives. In a small project it is possible that one plan may be used to define the entire scope of work and all the resources needed to carry out that work. In all types and sizes of project you must be prepared to re-plan in the light of experience.

A well-defined plan is the cornerstone of a successful project. Make a detailed plan, divide it into different parts, and note down what must be done to achieve the objectives mentioned in the plan. Employees generally have varying skill sets, so you need to map individuals to different components of the plan. Utilize those skills to complete the tasks at hand. If everything is going smooth, it means your work is progressing in the right direction.

2) Interview the Team Members:



Once a detailed plan has been crafted for the project, you need to interview every member. Ask them questions about their strengths and weaknesses and what they

can bring to the project. This exercise would allow you to gauge team members accurately and to distribute tasks accordingly. Bring all the members in a room and have an introductory meeting. The attendees will get to know each other better and the meetup will enable them to open. The next challenge is the task division among the team members.

3) Assign Roles:

Now that you know the team's capability and qualities, assign roles and designations to the members. The main question at this point should be how to divide the tasks in a team. Some tasks may need two people to complete while others may require three, so assign the roles accordingly. However, the team should not feel pressurized by the workload; teamwork is about easing an assignment, not complicating it. The second question you should be able to answer is how to distribute work equally. No member should be excessively burdened by the tasks allotted to him or her. You do not want to cause a rift or create division among the staff. If there is a task that does not fit into anybody's skill category, brainstorm with your group to identify the solution.

4) Set Small Goals:



A big goal can be achieved by breaking it into small targets. Make the task fun and fulfilling by setting up small milestones. Be strict with deadlines! Not only does it compel people to complete their work on time, having a deadline increases productivity at the workplace. If a person finishes the given task before time, reward him or her to show your gratitude.

5) Communicate:



A healthy environment is important for any team to work efficiently. It is necessary to fill all sorts of communication gaps to realize this environment. People should be at ease. Take everyone's opinions and have a meeting with all the team members at the end of the task. Use this meeting to encourage them to share their experiences and opinions on the scope for improvement.

If a person does something wrong, criticism should not be your immediate reaction. Stay calm and help him or her correct that mistake. Patience is the virtue of a great leader. Your job as the team leader is to assist individuals in identifying when and where they go wrong along with the solution. Timely communication is the key here. Moreover, the team members should have the liberty to express their thoughts. If your subordinate hesitates in approaching you, the existing setup is unhealthy. Have a channel where people feel free to communicate.

Conclusion:

Teamwork is becoming increasingly important in contemporary organizations, and as long as teams are formed, managed and implemented effectively, can provide a source of competitive advantage in terms of increased employee satisfaction, creativity and innovation. However, if teams are assigned to inappropriate tasks, are managed

ineffectively or not provided with adequate support, resources, and autonomy to carry out their tasks then the effect of teamwork can be counterproductive. Teams are formal groups assigned by management that have shared goals. There is a difference between teams and groups; groups can exist without teams, but teams cannot exist without groups. Therefore, the impact of group behavior and group dynamics will have a significant impact on the overall performance of the team. Therefore, management must be awareness of the presence of groups that create their own norms and personal goals, which may deviate from the objectives of the team. Therefore, teamwork can be is a complex management area, yet if carried out effectively, the results can be very rewarding.

References:

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