



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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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..

- Assessment of Present Hierarchy
 - (a) Identify the hiring need
 - (b) Coordinate with HR manager for recruitment process & plan
 - (c) Analyze the present Organizational structure & synchronize with HR Manager and take the following under consideration

How does the roles of new recruits fit into your department & Company?

What gaps or missing skills does these employees need to fill?

Which skills and qualities are essential for this positions and which are simply nice to have?

- Prepare a job description
 - (a) Job title and department
 - (b) Location
 - (c) Hours (full-time, part-time, shift schedule)
 - (d) Summary of the position, including objectives, responsibilities, and its relation to the rest of the company
 - (e) Minimum requirements
 - (f) Preferred experience and qualifications
 - (g) Description of your company and its mission
 - (h) Salary and benefits
- Develop and execute your recruitment plan
 - (a) Careers page on your website (make sure to showcase company culture!)
 - (b) Job Ads on specialized websites
 - (c) Social media, especially LinkedIn
- Review applicants (Collect feedback & Short reports of Interviews)
- Conduct interviews
- Collect feedback & Short reports of Interviews
- Check References & Suitable Candidates with delivery and firm communication & Navigation Skills & Send Job offer via email.
- Assign HR Manager to hire suitable candidates for specific positions with Approval of GM.

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