

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section	Date	Course Code
Master of Project Management	Thursday 18 / 02 / 2021	(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..

The Answer:

Plan, manage, and control communication:

The project manager and the project team can identify the demand for communications using the following:

- The project structure within the performing organization.
- Stakeholder responsibility relationships.
- Departments and disciplines involved within the project work.
- The number of individuals involved in the project and their locales.
- Internal and external information needs.
- Stakeholder information.

After doing these steps, 6 questions needed to be answered

- Who needs to be communicated to. This is based on the communication formula and needs to be determined.
- What needs to be communicated. All information related to the project need not be communicated to everyone in the team.
- When it should be communicated. The timeline of communication should be monitored.
- Where should it be communicated. If the team involves many people, then individual level and team level communications needs to be resolved.
- Why communication of information is essential and to what level is important. Why is it not encouraged as it is blame rather than change.
- How the communication needs to be done. Is it conducted via e-mail, phone, or a presentation done to the team members?

Develop a new staff recruitment and selection process:

We will make a comprehensive evaluation of all employees under my supervision and work on identifying several points, the most important of which are:

- The weaknesses of every employee.
- The strengths of each employee.
- Review the previous evaluations of each employee, if any.
- Reviewing the job duties of each employee and whether they are in proportion to his job title or not.
- Review the Organization charts and rearrange it according to the tasks in the department as "a mail distribution center".

Following that:

- A plan is developed to improve the performance of those who need to improve their performance, and another evaluation of the employee is made, and if improvement is noticed or not in the performance of his job tasks.
- Determining the actual need for employees, re-dividing job tasks and building the organization chart Start attracting talent for the company.
- This is done with regard to the division of tasks among the team members and the coordination among them to avoid conflicts in the tasks assigned to the team members.
- This includes "not limited to" looking for potential talents, Auditing, Setting appointments for the candidates, Setting standards and criteria that must be met by the new employee and finally, Establishing personality and work-related tests.