



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..

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

I believe before we start the communication plane we have to identify our major project input such as project charter, recourse and stakeholder management plane, project documents, EEF and OPA.

After identifying all of the inputs and having all the requiring documents, I prefer as project manager for the Communication plan to start with analysis to determine the information needs and also these requirements are identified by combining the type and format of information needed with analysis of the value of that information. Meanwhile before selecting communication methods team should recognized the factors that can affect the choice of communication technology include urgency of need for information, availability and reliability of technology, ease of use, project environment and sensitivity and confidentiality of the information.

Then I will select Sample basic model sender/receiver communication Encode, Transmit message and decode. Furthermore, for communication methods I will use Interactive Communication Between two or more parties in multidirectional (Phone calls, meetings, interviews). Most effective way.

In addition, Communication will be managed by using Project Management Information System (PMIS), project report and conducting a weekly meetings.

Finally, to monitor communication team have to ensuring the information needs of the project and its stakeholder are met to optimize information flow as defined in the communication management plan and stakeholder engagement plan to have Work performance information and change request if any adjustment on communications activities defined in the communication management plan by conduct a meetings, data analysis and consultant expertise.