



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring ٢٠٢١)

Student Name	Mohammed Faisal Qabbani	اسم الطالب
Students I.D		الرقم الجامعي

Section
Master

Date
Thursday
١٨ / ٠٣ / ٢٠٢١.

Course Code
(PMG٥٠٦)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس ٢٠-٠٥-٢٠٢١ 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 ١٢.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر ١,٥ line spacing
- 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:

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

Best of luck...

My role in administrating a project

In this research, we discuss new perspectives and concepts for an advanced level of project management that may help develop the abilities necessary to confidently navigate the dynamic organizational environments and complex projects facing administrating projects today. First, we describe the outline of project management and project management deliverables. Our review of the literature and of project management training demonstrates the focus on standardization of the field and on preparation for the professional designation of project managers. Next, we discuss the impact of taking complexity seriously on the requirements for professional development of project managers and outline the team about it. We lay out the requirements for preparing project managers to deal with complexity and present a comprehensive model of project manager development. Finally, we discuss the characteristics of an appropriate framework of project management that does embrace uncertainty and unknown possibilities and assure the deliverables of milestones on the specified schedule.

My Service Solution Regional (SSR) is a regional Multiple Listing Services provider based in Jeddah, KSA. Its service area covers central KSA and the most densely populated area along the west area. The company provides services to a subscriber base of more than fifty thousand real estate agents and brokers across fourteen shareholder associations. It lends some services to three others. SSR is one of the largest providers of Multiple Listing Services in the world. SSR also has a team of project managers led by me.

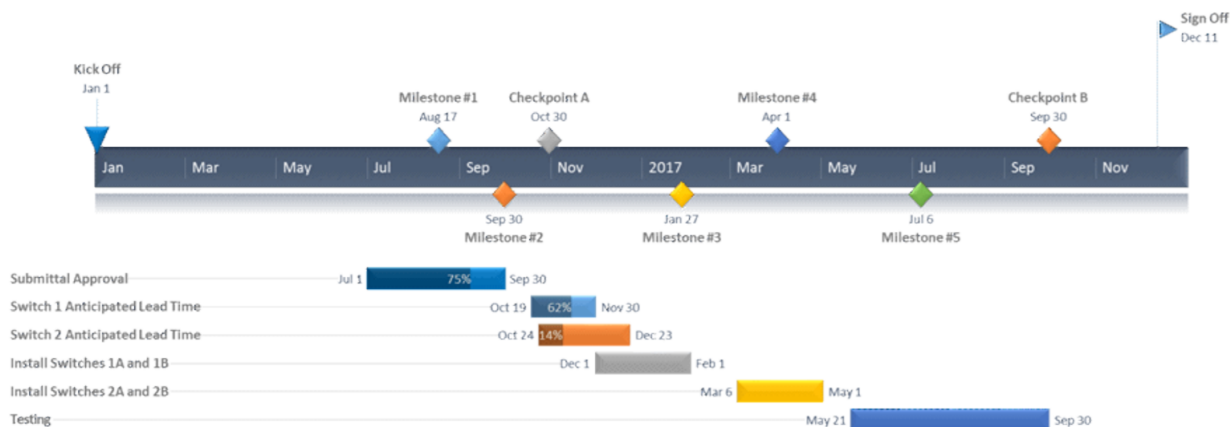
To outline the team about the project of "eProperty" solution application we ought to develop, I will walk the team through the process that any component of successful project management follows, for example, defining what needs to be done and how it is going to be done. Once these items are defined, someone must develop a plan and manage the scope and schedule of the project, especially as inevitable changes occur. The strategies will be like most management models processes that serve to organize the ongoing activity of the project planning, executing, and controlling. Each process may also include additional steps within the project, such as initiating and closing, but each must be clearly defined and communicated across the team members. The communication must take place in a regular basis with all stakeholders along the lifetime of the project through all the possible channels such as, regular face to face meetings,

phone calls, E-mails, inside channels platforms and so on. Hence, to monitor the project milestones and goals, we need to outline the plan as following for my “eProperty” project

Initiation and planning. Create charter and stakeholder Assessment Identify and Document Requirements Scope Work and Conduct Risk & Opportunity Assessment. Create High Level Plan Conduct Project Kickoff Meeting Executing, Monitoring and Controlling Implement in Staging Environments Create QA Plan Conduct QA Review QA Results Report from Staging Implement in Production Environment for QA Conduct QA in Production Environment Review QA Results Report from Production Create Training Documentation Create Support Center Documentation Create Marketing Plan and Materials Conduct Go/No-Go Meeting Send Association Staff Coming Soon Communications Conduct Staff Training Send Customers Coming Soon Communications Send Association Staff Pre-Launch Notice Launch Day Expose Product Links to Customers Conduct Post Launch QA Send Launch Day Communications. Closing and Conduct Lessons Learned. Having said that, we ought to use an efficient tool that enable us to monitor the progress and timelines, every step in a project needs to be clearly defined and assigned an estimated time of completion in advance of the project launch. The overall timeline for this project is ٨٣,٧٥ hours. Time estimates were based in part on experience. Here are some details of how each step in the eProperty project are defined, assigned to a responsible party, and provided a time estimate. In addition to this information, SSR scoped the work effort and conducted the risk/opportunity assessment, which was critical to the success of

implementation. I will display this information using an appropriate tool. Attached one of the most useful and common tools used with insightful example on the use (MS Project):

As you can see from the detail of this project, many responsibilities were shared among the various departments at SSR. These responsibilities were overseen by the executive in charge, which SSR identifies as a “sponsor.” Along with the sponsor, a project manager serves as the lead orchestrator of the daily activities. He or she acts as a supervisor over all aspects of a project, ranging from the initial task assignment to final accountability. In this case, the project also includes a vendor. Those responsibilities belong to, developers of eProperty. Another principal player is the marketing coordinator. This person is responsible for all creative and



ePW Plan Timeline		83.75 hrs
Initiation and Planning		14 hrs
Create Charter/Stakeholder Assessment	Sponsor, Project Manager	4 hrs
Identify and Document Requirements	Vendor, Sponsor, Project Manager	3 hrs
Scope Work and Conduct Risk & Opportunity Assessment	Scope Work and Conduct Risk & Opportunity Assessment	4 hrs
Create High Level Plan	Project Manager, Vendor	2 hrs
Conduct Project Kickoff Meeting	Project Manager, Marketing Coordinator, QA Technician, Sponsor, Trainer, Vendor	1 hr
Executing, Monitoring and Controlling		53.75 hrs
Implement in Staging Environments	Vendor	8 hrs

communication materials that will be required to launch the project. This would include simple collateral material such as flyers or larger promotional efforts, such a digital campaign, as needed. The trainer is responsible for developing an eProperty training program. Such programs are typically divided into training programs needed at the onset of a project launch and are needed to sustain the product as a valued member benefit. The quality assurance technician is responsible to make sure that the product is properly tested before the launch. The support center manager is also involved to ensure the proper handling of the product's implementation and operations, and this is how the progress is being monitored plus the records and responsibilities maintained. In addition to that, while most plans are written to assume a perfect world, reality requires certain contingencies are built into the plan. One way to handle a contingency event is to create a predecessor, which is defining what needs to happen before something else happens. As It can be seen on the next page, SSR provided an estimated percentage and cost link to the key milestones of completion for each step of the project. Along with tracking the percentage of project completion, it is considered a best practice to also track start and stop times to review actual time vs. estimated time, here is the explanation of that:

Task Name	Predecessors	% Comp.	Duration	Start	Finish
ePW Plan		100%	40.61 days?	Tue 1/3/17	Tue 2/28/17
Initiation and Planning		100%	4.83 days?	Tue 1/3/17	Mon 1/9/17
Create Charter and Stakeholder Assessment		100%	0.25 days?	Tue 1/3/17	Tue 1/3/17
Identify and Document Requirements	2FS+1 day	100%	0.19 days?	Wed 1/4/17	Wed 1/4/17
Scope Work and Conduct Risk & Opportunity Assessment	3FS+1 day	100%	0.25 days?	Thu 1/5/17	Thu 1/5/17
Create High Level Plan	4FS+1 day	100%	0.13 days?	Fri 1/6/17	Fri 1/6/17
Conduct Project Kick Off Meeting	5FS+1 day	100%	0.02 days?	Mon 1/9/17	Mon 1/9/17
Executing, Monitoring and Controlling		100%	30.78 days?	Mon 1/9/17	Tue 2/21/17
Implement in Staging Environments	6SS	100%	1 day	Mon 1/9/17	Tue 1/10/17
Create QA Plan	6FS+1 wk	100%	0.25 days?	Mon 1/16/17	Tue 1/17/17
Conduct QA	9FS+1 day	100%	0.75 days?	Wed 1/18/17	Wed 1/18/17
Review QA Results Report from Staging	10	100%	0.04 days?	Wed 1/18/17	Wed 1/18/17
Implement in Production Environment for QA	11FS+1 day	100%	1 day	Thu 1/19/17	Fri 1/20/17
Conduct QA in Production Environment	12FS+1 day	100%	0.38 days?	Mon 1/23/17	Tue 1/24/17
Review QA Results Report from Prod	13	100%	0.02 days?	Tue 1/24/17	Tue 1/24/17
Create Training Documentation	14FS+1 day	100%	0.38 days?	Wed 1/25/17	Wed 1/25/17
Create Support Center Documentation	15SS	100%	0.06 days?	Wed 1/25/17	Wed 1/25/17
Create Marketing Plan and Materials	16SS	100%	1 day	Wed 1/25/17	Tue 2/7/17

One of the principles of project managing is called team calendaring. Since most people who own tasks endeavor to schedule their work and stay on track to evaluate the success of the project, changes in the timing of predecessors have a waterfall effect on the planning and scheduling of future tasks. For example, if a user has a task that is due on the Friday before an event, but the predecessor task is not complete, then the entire project timeline will be altered. It is important to allow for not only the additional time to complete the predecessor, but also other scheduling conflicts such as a project manager being out of the office or another previously scheduled project. This means a one-day delay could potentially delay a project for four or five days as the waterfall effect impacts tasks and timelines down the line. An important best practice in project management, and the hardest thing to manage, is not only planning your work but working your plan. The best project managers can work with an agile, elastic workflow. In real life, things happen faster or slower than estimated. A key job of the project manager is coordinating changes that impact scheduling and timelines. In the case of SSR, this can be very complex when managing multiple projects at the same time. Expect from the onset of any project that assignments, deliverables, and dates are likely to change daily. By observing the best practice of agile planning, uncontrollability and flexibility are factored into the plan and adjustments are made daily.

Conclusion

Project management best practices are key to operating an efficient and effective multiple listing service. Recognizing that every organization is structured differently, with varied staff and capabilities, SSR may have to establish a benchmark suitable to their structure rather than the one set. What is important to remember is that the key principle of successful project management requires proper planning, communication, and execution. Thinking through the project plan in anticipation of a product launch is an imperative foundation for setting expectations around product or service delivery. When organizations fail to set the right expectations, even projects that require months to complete will begin to feel long and drawn out under the best of circumstances. By communicating expectations up front and then keeping subscribers or members up to date on the progress being made, whether by daily messaging

services or newsletters as mentioned before, project stress is typically reduced, performance improved, and the question “when will it be ready” never asked by those who know the answer.

References

Management of Projects Research Group, University of Manchester, P.O. Box 88, Manchester M60 1QD, Manchester, United Kingdom