



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Moaaz Alamoudi	اسم الطالب
Students I.D	2021202879	الرقم الجامعي

Section

Master

Date

Thursday

18 / 02 / 2021.

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 ١٣٠ إلى ١٥٠ كلمة) كيف يجب عليك كمدير للمشروع أن تخطط وتدير وتتحكم في التواصل مع أعضاء الفريق لتحقيق الإنجازات. اعط اسبابا.

....مع تمنياتي بالتوفيق

Local mail distribution center – new staff selection process

The mail distribution center is where the mails get filtrated, registered to the system, and prepared for delivery.

The recruitment plan process shall cover the previously mentioned tasks/activities to ensure the alignment between the different parties, and the period of the selection process must not exceed three months.

The recruitment team shall be formulated as per the following criteria:

- Expertise,
- Quick and fast behavior,
- Wide thinking.

Based on the previous criteria, the team member will hold the following rule during the project phases:

No	Rule	Description
1	Team Leader	Leading the project activities with the team and reporting to the higher management
2	Candidate sourcing	Shall hold the responsibility of sourcing the candidate through the global network or the relevant and provide it to the PM and the interviewers
3	Document Controller	Shall manage the project documentation process from sourcing, approving / rejection, and hiring
4	Interviewer	Shall Interview the candidates and ensure the suitability of them for the targeted position
5	Interviewer	Shall Interview the candidates and ensure the suitability of them for the targeted position

The open position is:

- Mails filtration Specialist,
- Data entry,
- Dispatcher.

Where each position Job description as following:

Mail Filtration specialist:

Mail Filtration by individual / Companies, and mail type Express / Normal and distributed to the next stage.

Data Entry:

Entering the data received from the filtration specialist to the system.

Dispatcher:

Instruct the delivery man to deliver the mail as per entered to the system.