



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1(Spring 2021)

Student Name	Mohammad Alswadany	اسم الطالب
Students I.D	2021203215	الرقم الجامعي

Section

Master

Date

Thursday

18 / 02 / 2021.

Course Code

(PMG506)

Advanced Project Management

Instructor's Name:

Eng. AmaalAburumman

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.

Answer:

As a Project Manager, Vital to derive the communication plan which include

- a. The purpose or goals of the communication plan
 - As a local mail distribution center, priority based distribution and on time execution are important as PMO handle endnodes (delivery points or customer)
- b. Stakeholder and their engagements.

It focuses on a Stakeholder Involvement Plan (SEP) and is a guidance document that outlines the main categories of stakeholders

 - Identifying stakeholders who may be affected and have an interest in the distribution.
 - Establishing methods of employment that are appropriate for each identified category.
 - Documentation of previous employment activities and feedback with stakeholders
 - Development and implementation of the future stakeholder involvement program.
 - Introduction of the mechanism for resolving complaints within the mail distribution center
- c. The frequency that each stakeholder would like to receive work package outputs.
 - Delegated supervising and deployment throughout the team and brainstorming required.