



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 ورفع 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

Nothing is more important to the progress of a project than effective communication. More efficient communication leads to More excellent project management which is known to everyone in project management, but we meet challenges in completing it because of many factors like the nature of the project, building of the organization, etc. Much time in a project is spent on communication by the project manager. If this stays in a project, there is a threat of missing the deliverables or other results as required by the sponsor.

If I were a project manager, I wouldn't follow traditional regimes; Rather than choosing employees based on age and experience, everyone's thoughts and ideas will be appreciated. I'd show respect for my workers by estimating the quality of their work, not by looking at the way they dress or decorate their offices. I'd communicate effectively and openly with both the stakeholders and the project team because effective communication saves time and money, makes life simpler, makes me more productive, and it just makes sense! Based on stakeholder study, I can plan with the project team the communications that are required. There are many different means of communication available to me - face to face, email, Intranet, Internet, daily mail, mobile phone, video conferences, etc. There is no benefit of providing stakeholders with information that isn't wanted or desired, and the time wasted producing and giving such information is a waste of sources.

I'll perform a communications management plan to design and document the process, kinds, and expectations of communications. It provides the stakeholder communications elements to communicate the proper information as needed by the stakeholders. It provides data on what is to be communicated. This plan covers the expected form, content of the project. It provides Articles on how required information passes through the project to the right people. It provides Proper methods for communicating. For example, e-mails, memos, reports, and even press releases.

To sum up, if I were a project manager, I'd give more attention to communications planning to guarantee effective communication for the project, and the project communications planning process demands to be studied deeper to produce a more efficient way.