



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Course

Master

(PMG506)

Code

Thursday

Date

18 / 03 / 2021.

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-~~820~~ 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 12.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر 1.5 line spacing

• عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: ~~Eng. Amaal Aburumman~~ **Eng. Dr. Akram M. S. Ali**

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~~ **ONE** of the following issues:

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

Best of luck...

المشروع:

مطلوب منك توثيق دورك في إدارة مشروع. قد يتم تعيين المشروع في بيئة تجارية أو اجتماعية أو رياضية أو عائلية ولكن يجب أن يكون بحجم مناسب. إذا لم يكن لديك مشروع فعلي لتكتب عنه ، فيمكنك إكمال المشروع افتراضياً. ستكون هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك ~~كل~~ **احد** القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء موازنة وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

The effect of Communication in a fashion store project

Introduction

A project is a unique and distinctive thing that provides a service or a product that benefits its segment of society, if not all of them, and like anything else in life, the project must have a specific beginning and end, and since the goal of any project is to achieve the desired goal, if it is not achieved, we must define its end in all cases.

As we mentioned above, the project, like anything in life, has a beginning and an end of two knowledge, which means that the project has a life cycle that must pass through it, and it is often summarized in these four stages:

- Project Initiation
- Project Planning
- Project Implementation
- Project Close-out

However, there is a stage in which all the project phases are and should not be overlooked at all, as it guarantees us the success of the project and that it is on its right track, which is the monitoring & control phase.

Moreover, all these faces are controlled by the Project manager who should make sure that the project is on the right path. One of the most important tools that the project members and the project manager must take care of is the communication, whether it is within the project members or externally with other parties. However, Samuel Malachowsky in his book "Project team leadership and Communication" define the communication as (the ability to convey information to another effectively and efficiently) so we have to make sure that to insure the project success.

Effective and clear communication guarantees us several points, the most important of which are

- All team members understood their roles
- A way to monitor the project
- Updating the board with process of the project

- A method of brainstorming from which new ideas are generated

However, I have chosen to be a project manager for a new fashion store project. first I have to understand the purpose of this project, so I had set with the stakeholders to get the full image of what are the required things, how the decor of the shop will be, and whether the clothes will be imported or manufactured locally. As well as how many employees will be employed to implement the project and what skills are required of each individual. However, I have drawn the plan of the communication in official document, first I choose the email, meetings, conference call & weekly reports as the ways of the communication in the project . Then, I assign the each work to the owner of it also, I have add the target date for each task. However, this document I have share it with all team member & also with the sponsor.

By the progressing of the project and during our weekly meetings the team member start to have some argument for some points and this is the actually the nature of any project to have conflict between the team then I have received some emails, and calls saying from operation team saying that they are disagree with some points that the designers are forcing them to do also they want to first in finishing as they see their work is priority . In another hand the suppliers are not agree with schedule time for phase 2. For that, I have called for a quick meeting in purpose to find mediate solution that is satisficing all of them. when we had meet, I began to explain that our goal is one and all of us is part of this great project and for sure every one of us is looking for the better for his\her department which surely will be positively affected our aim, however, after each one explains his\her point we finally reach to a solution that is make everyone satisfy. After that meeting, we start to initiate the project and I was contacting everyone to keep see what job was done and what is left, also I was sending a weekly report to the high management to give them an update to the project. Also, there was a weekly meeting with the departments so that everyone knows which stage that other department was done so by this way I was encouraging them to finish their job with a motivation. By the time of delivering the project, everyone was happy with the result and each one had a lesson from other parties.

Literature Review

- **Effective communication for project success H. Frank Cervone**
OCLC Systems & Services: International digital library perspectives

"Communication in projects is a critical factor in a project's success. Many times, project teams forget some basic rules for communicating with their stakeholders" With this phrase, this study spoke about the importance of effective communication and how it has a great impact on the success or failure of the project. As any mistake that occurs due to lack of communication or misunderstanding during communication will have a severe impact on the project, unlike if controlling this performance will have a dazzling effect on success. We must realize the importance of communication, as all project phases pass through it, so nothing can be done without contact with the individuals concerned.

- **Interweaving Trust and Communication with Project Performance Sai On Cheung, M.ASCE; Tak Wing Yiu; and Man Chung Lam**

In this study, the author expresses the importance of communication in the project as a means of providing information. Since the project itself is based on information, the importance of communicating it, explaining it and making sure that all parties have understood it, this in itself is one of the most important pillars of the project's success.

Methodology

Throughout this research, I have followed different ways to reach to my results. One of the ways was a survey shared with my colleagues in Riyadhbank. In this survey, I have asked the team about the project and what is the best way to communicate from their point of view, so if they were in a middle of any project what is the best way to share information & and be update in the all-project phases

Moreover, to support this research I have read many studies and try to link those studies to the fashion store project that I am hired to manage it

Results and Discussion

Studies and research on projects are countless, it is a broad science and research on them of the most interesting things that a researcher can do. However, through this research, we can see to what extent communication affects the project and how it has great importance for establishing, planning, and following up the project, and any mistake in it will negatively affect reaching the desired goal.

Understanding this relationship between projects and the importance of communications in them, I applied this while managing the project assigned to me, as I distributed roles and responsibilities among the team. We tried to solve conflicts among members during the weekly meetings. Each person understands that our goal is all one and it is the success of the project. During communications, whether by e-mail, meetings, or weekly reports, I was able to manage, monitor and control the project until we reached our goal and opened the shop.

References

- <https://www.emerald.com/insight/content/doi/10.1108/OCLC-02-2014-0014/full/html?mobileUi=0&fullSc=1>
- Project team leadership and communication by Samuel Malachwsky 2018
- [https://ascelibrary.org/doi/abs/10.1061/\(ASCE\)CO.1943-7862.0000681](https://ascelibrary.org/doi/abs/10.1061/(ASCE)CO.1943-7862.0000681)

