



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 الإنجليزية.
- ☐ 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 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

First identifying the following points:

- Goal of the project which is Recruiting program for mail distribution center
- Information about stakeholders and their roles
- The types of information that needed to be shared with stakeholders
- The methods used to communicate
- The frequency that each stakeholder would like to receive information

Then, below is the project management communication plan:

Communication Type	Objective of Communication	Medium	Frequency	Audience	Deliverable	Format
Kickoff Meeting	Introduce the project team and the project. Review project objectives and management approach.	Face to Face	Once	– Project Sponsor – Project Team – Stakeholders	-Agenda -Meeting Minutes	– Soft copy archived on SharePoint site and project website.
Project Team Meetings	Review status of the project with the team	-Face to Face -Conference Call	Weekly	Project Team	-Agenda -Meeting Minutes – Project Schedule	Soft copy archived on SharePoint site and project website.
Technical Design Meetings	Discuss and develop technical design solutions for the project.	Face to Face	As Needed	Project Technical Staff	-Agenda -Meeting Minutes	– Soft copy archived on SharePoint site and project website.
Monthly Project Status Meetings	Report on the status of the project to management.	– Face to Face -Conference Call	Monthly	PMO	– Slide Updates – Project Schedule	– Soft copy archived on SharePoint site and project website.
Project Status Reports	Report the status of the project including activities, progress, costs and issues	– Email	Monthly	– Project Sponsor – Project Team – Stakeholders – PMO	– Project Status Report – Project Schedule	– Soft copy archived on SharePoint site and project website.