



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 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

First, we should define and know what the project is all about, and that is to develop a new staff recruitment and selection process in the period of three months. This is the desire and the goal of the team.

Project will not start immediately in planning without going through a feasibility study of the desired goal. Is it possible at the present time, especially this time of pandemic? Target population? Target time? Our resources and everything, and once the study is completed and results are beneficial then we can go ahead and plan.

In planning, SMART process must take into high consideration. SMART stands for specific, measurable, attainable, realistic and time bounded. The abbreviations are clear, and it speaks of how we do the planning in any project that we will do. During this time, the scope of the project and project management plan is developed. It comprises identifying the cost, quality, available resources, and a realistic timetable. The project plans also includes establishing baselines or performance measures. A baseline is essential to determine if a project is on track.

Next is managing the project by implementing what is planned, where the teams involved are informed of their responsibilities and execute responsibilities effectively and efficiently according to what is planned to focus on the desirable outcomes.

Communication in all circumstances is especially important as per my experience I do believe that prevention is better than cure. We can avoid conflicts and problems which are normal, but we can focus more to be productive because of good channels of communication.

And speaking of communication, we can also achieve deliverables by rightfully evaluating what has been implemented and we can do something to reorganize things to make goals successful in a SMART manner. Performance evaluation and monitoring is one of the important tools to make sure that the project plan is still on track.