



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-08 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



Laila (Documentary Show on TV)

Project Records Management

1- Introduction:

Advanced Project Management is a controlled approach to managing projects. Part of that control involves preparing detailed documentation relating to the planning, monitoring, ongoing management, and closure of a project. The **ISO 15489-1: 2001** defines it as the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records. (1)

It can be challenging to determine how to appropriately and effectively classify these records using a functional business classification scheme. A functional business classification scheme divides records into categories based on functions, activities, and transactions.

In my case study, we have a lot of documents that we must preserve, in addition to the fact that the work is historical and deserves to be documented, but the owner also wants this item to be documented in his records so that it remains a witness to the Saudi heritage.

The project is a TV documentary program that travels around the Kingdom of Saudi Arabia and focuses on people's connection to their lands.

1.1- Records Importance for the project successful

Documenting this project remains the most important point for its success, despite the presence of simple paper transactions at the beginning of the project, which we still keep, but we can say that 99% of the project documentation plan is electronic until now and *we are in the closing phase*.

Without documenting the project, the project will be useless. Many of the great works did not become popular until many years after their inception.

1.2- Research goal

The goal of the research is to convey to the recipient a general picture of the nature of the documentation work in this project and how we will reach 100% digital documentation (paperless).

2- Literature Review:

Many studies have dealt with the subject of documentation in projects. We will review two previous studies that talked about how to document.

2.1 Records management and information processing on construction sites using digital pen and paper. '2'

The communication and information/records management process in the construction the industry is still heavily biased towards traditional methods of paper transfer and although the use and awareness of IT has increased over the past decade many construction site records management processes are still lacking in quality and prone to errors. The use of IT within all facets of industry is now taken for granted as the awareness of its benefits increases. However, the exception to this general rule may be the construction industry, where many of the professionals still insist on using traditional communication methods to collect and transfer a wealth of general and project information. The issue and collection of information and records on a construction project is a process still centered on the use of pens and paper.

2.2 Study on Implementation of Electronic Records Management System in Yogyakarta City Government Office.'3'

“ In line with the development of information and communication technology, as well as the development of various types of work and the type of file is generated, then the electronic records management becomes a necessity for an institution. Electronic records management has some advantages that lead to the achievement of the effectiveness and efficiency of records. Management of electronic records can save storage space, simplify and accelerate the recovery of the records, as well as improving the security records.”

2.3 Literature Review Conclusion:

I wanted from reviewing these previous studies to clarify the two most common methods of documentation, which are paper-based and digital, and in this case study, we want to reach 100% digital use in documentation.

3.0 Methodology

It was agreed between the work team and the funder (TV Channel) that a methodology for preserving the project documents will be implemented according to the following:

1- Create Project Files:

There are five common requirements to project file creation:

- Prompt. A file is to be created as early and quickly as possible.
- Simple. File content should have a structure that is as simple as possible.
- Separate. Every file is a single and separate record; two or more files can't be combined; if there's a need to combine the content of several files, a new file should be created.
- Up-to-date. When a project file is updated, a versioning number, as well as the date revised, should be added to the file header.
- Confidential. A file should be maintained with complete confidentiality; only authorized personnel can access the file and its content.

2- File project documents:

Here list of the documents and data we use and file it as a digital copy to the project files:

- Official mail and email correspondence, including letters, attachments, pictures
- Papers if project meetings
- Project request, proposal, brief.
- Stakeholder contact details
- Change and variance requests
- Project diary
- Issue logs/risk logs/decisions made
- Status reports and summaries
- Procurement papers
- Team guidelines, instructions, notes, etc.
- Handover/closure documents

3- Archive and Destroy Project Records:

we can keep all of our files forever. As a digital copy, we will do that, the only thing we are going to destroy will be the paper after we made a scan for all that sheets.

4.0 Results:

We are in the last stages of the project, so far we have reached 100 percent of not using paper and documenting the project, we have many hard disks to save and document all documents after the final montage by the competent team and send them to the channel to be displayed at exactly six in the evening, and after each end A working day, the person in charge of documenting the program saves the produced episode on 3 different hard disks for documentation to the work team. I do not know the documentation mechanism in the channel, but I am sure that they deal with the subject

with a higher letter than our modest attempts. Today is 29-Apr-2021 and we presented 15 episodes in Ramadan, and the montage is still in full swing to produce the rest of the episodes.

5.0 Resources:

- 1- International Organization for Standardization – ISO (2001). ["ISO 15489-1:2001 – Information and Documentation – Records Management – Part 1: General"](#)
- 2- <https://www.researchgate.net/publication/235309590>
- 3- <https://www.researchgate.net/publication/316677521>
- 4-Eric McConnell (<https://mymanagementguide.com/project-records-management-in-three-essential-steps/>)