



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.

Answer:

Communications are key factor of the project success, thus the below will be followed:

Role	Steps	Reasons
1- Plan	- Setting the communication goals (ensure that all the new job requirements received by the candidates, and we received the best candidates' CVs) - Identify who to be communicated (Team, management, job seekers) - Identify how the information is communicated (Emails, interviews, phone calls)	- Avoid misleading and make it easier to follow up - Se a successful base for the project
2- Manage	- Be in copy for every communication chain between the candidates and the project team. - Schedule the availability of the information	- Smoothly decision making - Increase the managerial capacity - Increase productivity
3- Control	- Information management system - Performance reports - Follow ups meetings	- Keeping the top management updates - Track and fix the mistakes before escalating