

Everyone's Smart University

Project (Spring 2021)

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Section	Course	Code	Date
Master		Thursday	18 / 03 / 2021.
(PMG506)			

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 8:20 في تمام الساعة 9 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. سيكون هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك كل من **أحد** 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 EID AL-FITR DUTY

INTRODUCTION

Advanced Project Management is a collection of processes that includes initiating a new project, planning, putting the project management plan into action, and measuring progress and performance¹.

Also, the processes of scoping, planning, staffing, organizing, directing and controlling the development of an acceptable system at a minimum cost with a specified time frame¹.

Work in the health sector never stops, even on official holidays, because of what it requires to continue providing medical and therapeutic service to patients and since we are on the verge of Eid al-Fitr vacation in 1442. We have received a circular requiring the continuation of work with a minimum number of employees, so we are in the medical supply and warehouse department At CG Hospital, a shift was decided with five employees, including me.

The project is a description of the strategies that will be put in place to maintain communication with team members during the Eid Al-Fitr Duty from 7-05-2021 to 18-05-2021.

My role in this project as a team manager is to work with the team to provide great service by following the communication strategies followed in such matters.

Project communications Management: includes the processes that are required to ensure timely and appropriate, planning, collection, creation, distribution, storage, retrieval, management, control, monitoring and the ultimate disposition of project information².

Effective communication creates a bridge between diverse stakeholders who may have different cultural and organizational backgrounds, different levels of expertise, and different perspectives and interests, which impact or have an influence upon the project execution or outcome².

Communication strategies with team members: -

- 1) Determine the goal of the project and divide the work among the team members according to skills and experience, with full cooperation between them.
- 2) Motivate the team and encourage them to work as it is primarily humanitarian, and they will also be compensated with a financial reward or a vacation according to the desire of each individual.
- 3) Determine the means of communication (mobile - official email - WhatsApp group for this project.
- 4) Continuous communication with the hospital departments to meet their needs.
- 5) Make virtual meetings as needed outside the official working hours or realistic if necessary.
- 6) Encouraging and emphasizing feedback among team members or stakeholders.
- 7) Inform the hospital director about the progress of work and inform him if any obstacles are encountered.

LITERATURE REVIEW

Nowadays, projects are broadly recognized by organizations. Both Education providers and Companies are considering projects as part of their activities. Since 1960's, Project Management has been applied in organizations. However, a lot of projects fail. Reference the Gartner Group's world-wide research, the percentage of unsuccessful projects (failed and challenged) as of the year 2012 was 61%³.

Recently, defining the project success by meeting the time, cost and quality requirements of the organizations become a common belief. When it comes to evaluating the project, there are important project success factors and criteria which are usually ignored⁴.

METHODOLOGY

This research follows a descriptive approach. Interviews and surveys are conducted for employees, as well as reviewing lessons learned from previous holiday shifts.

RESULT AND DISCUSSION

The results demonstrate that employees are understanding to work in these circumstances and that this is the best way to communicate to get work done.

We noticed the unanimous agreement of the team members on these strategies for communication between them, and this indicates their effectiveness and efficiency due to the provision of distinguished service as well as the support and encouragement of team members and the fulfillment of their desires in how to compensate them for their shift.

CONCLUSION

The findings of this article can be of special interest to managers of any type of projects, including international ones where Stakeholder Management and organizational issues tend to play an important role in project success.

REFERENCES

- 1) PMP : Project Management Professional Exam Study Guide, Seventh Edition, Kim Heldman, 2013.
- 2) Project Management : A Managerial Approach, Seventh Edition , Jack R. Meredith , By (author) Jr. Samuel J. Mantel, 2008.
- 3) Spalek, S., 2021. Success Factors in Project Management. Literature Review. [online] Papers.ssrn.com. Available at: <https://papers.ssrn.com/sol3/papers.cfm?abstract_id=2811660> [Accessed 15 May 2021].
- 4) Ghasabeh, M., 2021. [online] Available at: <https://www.researchgate.net/profile/Morteza-Shokri-Ghasabeh/publication/228353003_Generic_project_success_and_project_management_success_criteria_and_factors_Literature_review_and_survey/links/5691ba3e08aee91f69a52031/Generic-project-success-and-project-management-success-criteria-and-factors-Literature-review-and-survey.pdf> [Accessed 15 May 2021].