

Everyone's Smart University

Project (Spring 2021)

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Section

Master

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Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 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. 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 **احد** 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..

Ordering Project during Covid-19

Introduction

Projects are specific tasks that are used to solve specific problems, and they depend on the presence of two starting and ending points, and they include a set of components such as the required goals, reliance on a financial budget, and the use of a team that is distinguished by technical skills to achieve goals. Projects are defined as planned and dependent on a set of information. That is used to establish something or develop an existing thing. Service projects that touch the needs and lives of people are among the most widespread and popular projects, but with the provision of services that suit people's purchasing power, and among the projects that we will study and document (the home delivery project), whose idea came after the Corona pandemic and the people's need to deliver everything to them, not just food and drink. But even treatment, services, sale and purchase, and this project was, and after observing the market and studying it, it became clear that it was one of the successful projects. In this paper, we will present an integrated plan for project management in accordance with international standards in project management.

The purpose of the project: to meet the needs of citizens, deliver orders to homes, and to create a mediator in the buying and selling process.

Scope of the project: The general scope of the project initially represents the Riyadh region and then extends in the second phase to the rest of the Kingdom's regions.

Project objectives: The project aims to:

1. Delivery of orders to homes and customers.
2. Assistance in marketing products.
3. Obtaining profits and amounts for the delivery and marketing process

Project implementation steps

To implement this project, an analysis of the work environment and community culture will begin, during which the project will be presented, and to ascertain the extent of the community's suitability for this project, and after that, the project will be divided into parts:

- [1] **The financial and budgetary aspect:** - in this step regard to the financial aspect, the budget is determined, the feasibility study, and the detailed information on the economic feasibility of the project, what are the near and far returns, and the expected profit rate, as well as the amounts required to purchase the necessary equipment.
- [2] **The administrative aspect:** - in terms of administration, the supervisory agency is selected to implement the follow-up actions of the project and field work, and to quickly and directly contact the person in charge and the person responsible for the initial task.
- [3] **Workers and technicians:** - As for the workers and technicians required, whether to occupy specific positions or implement tasks for the project, the team is determined and selected by searching for them according to the existing experiences and selecting the competencies that have previously worked in the same field for our project. Personal interviews are also made and close knowledge of their personal capabilities and skills they master.
- [4] **Equipment required:** - With regard to the equipment needed to implement the project, a list of requirements is defined and handed over to the procurement official who was previously selected and asked to submit appropriate quotations

with the project budget as well as the efficiency of the equipment and search for quotations from more than one supplier and then choose and give the order to buy or even to rent.

- [5] **Coordination in government or private agencies:** - In the case of coordination with government or private agencies such as the Investment Authority or the Chamber of Commerce, one of the team members is assigned to follow up extracting the necessary papers for the project and fulfilling all requirements in order to ensure that the project does not stop later due to a lack of official papers from the competent authorities.

Project Outline

The entire project team is met and given a detailed plan for the project's progress from the beginning to the stage of project completion and delivery or start-up. The detailed plan and sections of the project are discussed, from workplaces and offices to warehouses, archiving, marketing and deployment. In addition, all workers are placed in the field of currency and given a detailed picture of the tasks assigned to them and perform them.

All technical and manual tools are used to display the project plan, including drawing, modeling, and even simulation. The important thing is to clarify the project plan so that all work parties can accept and understand it. As for our project, a scheme for the method and mechanism for delivering orders, who are the beneficiaries, and how to implement the receipt and delivery processes to customers are also explained. Schemes for moving the service from one department to another from the first time the service request is received from the customer, to search for it at the competent authorities, shops, and companies, and then deliver it to the customer.

Communication Strategies Among Team Members

A mechanism for communication between the team members will be set up, allowing this mechanism to quickly communicate and exchange information to facilitate and expedite work on the project. Among these mechanisms are communication through official papers, reporting directly and using other means such as telephone and mail communications. A working group will be created that includes all the project members who have been chosen and they are Department managers, receptionists, direct line contacts, and financial management.

Tools used to monitor goals and timeframes

The objectives of the project are defined in the form of points as follows:

- [1] expansion and deployment.
- [2] Contracting with the largest possible number of stores and commercial establishments.
- [3] Dividing the work area into sectors and appointing officials for each sector

As for the time plan for the implementation of the project, it is designed with tools such as the Computer Visio program of the Office group in order to draw the time plan for work.

Conclusion

❖ How to complete the project?

The process of completing the project is the last step in the implementation of the project and means the completion of any stages of the project, such as finishing the parts and pieces scattered in the construction and finishing operations and also to terminate the project. It is ensured that all financial conclusions related to the purchase of equipment and supplies for the project are delivered and also all necessary legal licensing fees are delivered so that they are not A stumbling block to the launch of the project.

Legislation that may affect the integrity of the project

To ensure the implementation of the project, its continuity and its correct start, legal officials who know all the legislation of the country or the ministry to which this project is affiliated are consulted and consulted, which is the Ministry of Industry and Trade. That organizes work between clients and project officials.

References

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