



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

Student Name	عمر صراميجو	اسم الطالب
Students I.D	2021203813	الرقم الجامعي

Section

Master

Date

Thursday

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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 موحّد 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

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 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.

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. سيتمكنون

هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك كل من 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 ميزانية 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..

1.0 Introduction

In my opinion every project needs a project manager who can manage all parts of the project to achieve the main result and goals set by company. Its simplifies and divides tasks and periodically track them to ensure that all individuals are working towards the goal with focus, effectiveness, high quality of performances and optimal use of available resources.

There is three-parts project manager must follow up during the project life cycle:

Quality of the product: the way of produce it, as client must find the product is satisfy his requirement.

Duration of his project: as any client need his requirement with the setting time to avoid penalty and legal issues.

Financing the project: To control the cost and monitoring the status and how the project process going on. (Pearson, May 13, 2015)

In this project, I (Omar Saramigo) have been assigned by my company to play the role of a project manager and initiate this **project planning document**.

1.1 Purpose of the Project

I have been assigned in a company to manage the project of the food section and fresh produce items and since there are high profits in the raw materials as well there are financial losses if the client is not satisfied, although if the project is not managed in a way that achieves the company's objectives, then project will face huge losses and reduce shared in the market.so we need to implement all of the details through our system by using Microsoft CRM to reduce the financial losses such expiry date we need to follow first in first out strategy and sell the product with give the priority to provide the customer best quality.

1.2 Project Objectives

The Client vision and guiding principles were defined to ensure customer relationship management and promote transparency as per the client inception mandate and will be realized via a set of core and value added services.

Our Company is seeking to design, build, implement and support our Core System to accelerate the implementation by using Microsoft CRM.

The main goal of the project will be to support the core services below:

1. Registration of order request and any amendments thereafter.
2. Recording of the purchase order and the disposition of the related financial assets.
4. Provide advisory services and reporting to the financial leasing market
5. list queue of customer request, claim and incident to be handled.

1.3 Scope of the project

To ensure that all customers agree that company product is satisfy their needs of the quality serviced by company which need to reach house in Saudi Arabia.

2.0 Literature Review:

Previous studies are known as a group of research and books that need with the topic in which the researcher wants to write in his research, and through it the researcher gets acquainted with all matters related to and related to his scientific research and constitutes for him great information about this topic.

2.1 using milestone in the project plan

Project management tools are a complex task, and they require a lot of effort and time, especially if there are many people working on project at the same time. It has become natural for companies today, including small companies, to work on many projects, plans, and tasks at the same time. This can make basic administrative tasks, such as planning and scheduling tasks, collaboration and communication among team members a huge challenge, and increases the risk of projects failing. (group, 26 april 2017)

2.2 Control over the project deadline

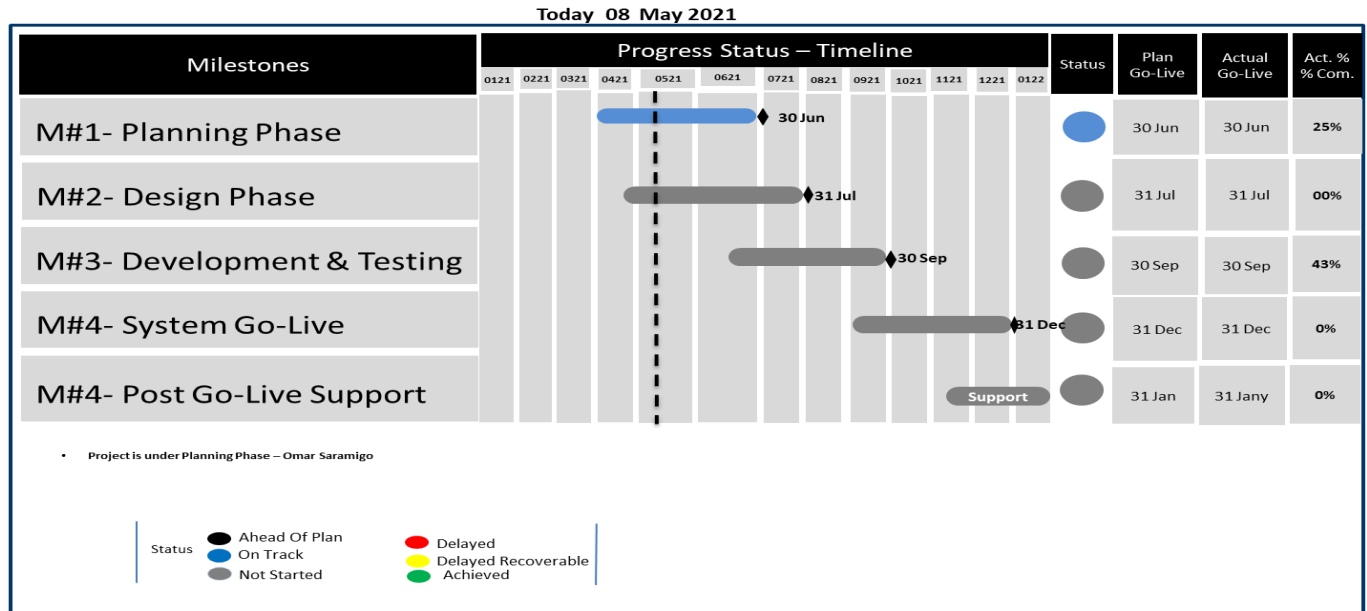
The project manager looks at the deadline of the project and whether he is moving forward with his mission and vision. Although companies must strive for new and innovative thinking, if they do not align with the company's mission, the project manager works with business leaders to either change the scope or finish the project before allocating additional resources to it. Project managers can help reduce project scope spans or creep as project scope begins to deviate from the original plan. Project management is important because it delivers success and without it, implementation teams and clients are exposed to chaotic management, unclear goals, lack of resources, unrealistic planning, high stakes, poor quality deliverables and ultimately projects that go beyond budget and are delivered late. (hexgon, march)

3.0 Methodology

Collecting data from website belong to our project and make interview with expert person as to know more the advantages and disadvantages of our project as well reading some books of project management to know the rules of being member in such project, although meeting to make better study. Below chart was done In order to ensure that project is on track and working in progress without any delay, I have used below Gantt chart to present all project stages to the project stakeholders on a weekly basis and report if any delay need to be recovered or overcome. The Gantt chart supported to provide a clear understanding and visual representation of time frames for project lifecycle. Gantt chart Methodology allow the project owner to supervise the Project Status easily. It helped me to report the weekly Completed % of Tasks and show if any dependency needs to be closed for next milestones. Detailed Gantt charts can be used also to see the Plans by Day, it also used to manage project team and their responsible tasks.

3.1 Gant chart of our project

• Project Planning Management– Gant Chart



Gant chart of our project

4.0 Discussion

This section defines the work that the Bidder must perform. In summary the bidder will have to perform the following activities

- Planning: Launch the project and develop the project plan and SLAs & OLAs
- Requirements Development: Develop the detailed functional and non-functional requirements for the Core System by working with external stakeholders. The high level functional and non-functional requirements are listed in the next section.
- Design: Design the solution for the Core System covering the working of the underlying components and integration with external systems. Estimate the number the hardware and software requirements (virtual machine specifications and numbers, data base licenses required etc.) for implementing the solution.

Development: Development of the system using the technologies identified and unit testing

- Testing: Integration testing, load testing, security testing and support User Acceptance Testing of the developed system using test cases
- Deployment of the system in the production environment ▪ Change and Training management: Provide training to Registry users on the system and development of training manuals for all type of users (Lessors, Lessees)
- Post Implementation Support: Provide support and assistance services after launching the system.

After multiple meeting with project stakeholders, Project owner & Sponsor , agreed that the strategy of My company is to start the new 2022 year with the automated CRM system. So, I planned the project milestones start and finished dates to match with the vision of my company. Milestones#4 for system Go-live is planned to finish by 31st Dec 2021 and start the system operation by beginning of 2022 in order to achieve company vision and strategy.

4.1 Milestone List

Milestone Name	Baseline Completion Date	Actual Baseline Completion Date
M#1- Planning Phase	30-06-2021	30-06-2021
M#2- Design Phase	31-07-2021	31-07-2021
M#3- Development & Testing	30-09-2021	30-10-2021
M#4- System Go-live	31-12-2021	31-12-2021
M#4- Post Go-live Support	31-01-2022	31-01-2022

Project milestone

5.0 Result

After I completed the project planning document, now I have visibility about the project deliverables, requirements, project schedule which created to help me guide my team through the implementation till closure phases of the project. project planning document is my reference to manage the time, cost, quality, changes, risk, and related project issues. Also, it helps me to control project staff to ensure that we deliver the project on time, within budget, and within schedule. The project planning phase is often the most challenging phase for a project manager,

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