



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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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 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 line spacing 1.5
- 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.

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. 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..

- **Describe the purpose, scope & objectives of the project**

1-purpose of the project:

Establishing an office to support scientific research specialized in providing scientific research support services for students of basic and university levels. As the office contains a group of specialists in various fields who receive students and identify the purpose of the research and the required specifications and start with the student in preparing the research where the specialist explains how to establish the research and then review the research prepared by the student in a careful review.

2-Project scope:

We seek to establish an office specialized in preparing scientific research in order to support the scientific research skills of students in the basic stages of education as well as university levels.

3-Project goals:

1. Supporting the development of the level of scientific research in the Kingdom.
2. Developing the level of students and graduates in the Kingdom in terms of various scientific research skills.
3. Contribute to increasing the number of scientific researches published by Saudis.
4. Contributing to the cultural development of Saudi society because of the impression's students leave in their families about the various fields of scientific research.
5. Reaping profits and glory as a result of contributing to the support of scientific research in the Arab Gulf states.

- **A detailed plan of the project:**

The flow chart has been used to illustrate the project outline explaining the main activities that the office will do. Figure (1) shows a flow chart shows detailed project's plan.

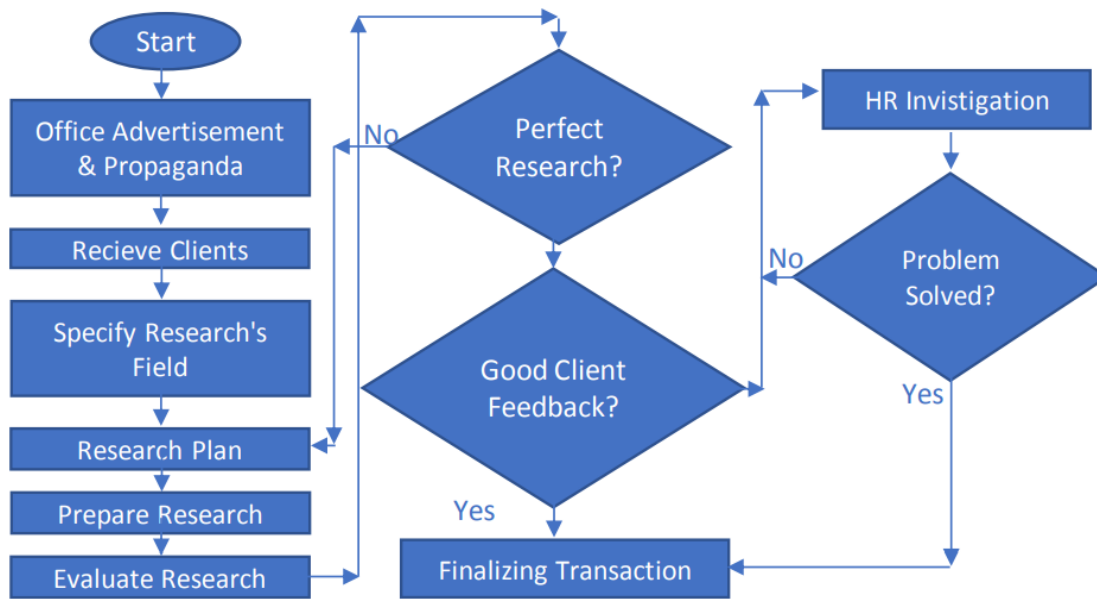


Figure (1): Project's Plan Flow Chart

• Communication strategies between team members:

1-Meetings regularly:

The project team holds regular strategic team meetings because this gives everyone the opportunity to discuss project activities and the problems they face.

2-Comprehensiveness of the meetings:

The necessity of emphasizing the attendance of meetings by all team members and asking them to prepare periodic reports and discuss them so that everyone is aware of the status of the project. In this regard, the means used in the meeting can be diversified, either through the meeting or by using different programs such as Zoom & Microsoft Team.

3-Transparency, clarity & achievement:

This is by avoiding wasting gathering time on non-essential things. Therefore, we have to define an expected agenda that includes:

1. The purpose of communicating with team members
2. Determine the team members concerned with the topic of the meeting
3. Provide a brief presentation of what happened in the meeting and a document

4-Maintain respect:

Emphasis should be placed on the respect of team members for each other and their role in the success of the project, regardless of the employment status of the team members (Alexander, 2016).

• Monitor goals & project timeframe

- 1-Developing a clear plan that defines the scope of the project with basic and subsidiary activities
- 2-Dividing the project's objectives into sequential activities
- 3-Determine a timetable that includes the estimated time for each project activity
- 4-Determine the resources required for each activity separately
- 5-Establish daily, weekly, monthly & yearly regular monitoring periods
- 6-Defining a method for collecting data about the project represented in realistic periodic reports from each person with evidence of the tasks accomplished. Various programs such as writing editor, tables & databases will help in this (Frost, 2018).

• Project Milestones & Activities:

There are several activities needed to achieve goals of this project (Product2Know Blog, 2020). The projects contain main activities and integration between it enable project to achieve its target. Figure (2) shows main activities of the project.

#	Activity	#	Activity
1	Developing a feasibility study prior to the project plan that outlines objectives, options, benefits, budget & high-level costs	7	Providing the office from the budget specified for it, such as offices, waiting rooms, meeting rooms, and the required equipment
2	Define strategic & financial business	8	Purchase licenses for programs such as Windows, Antivirus, Security Programs Alarm Systems, Surveillance Camera Systems, Fire Extinguishing Systems & First Aid Systems
3	Developing the project work plan	9	Conducting job interviews for the applicants and appointing the appropriate employees
4	Determine the specializations required in the employees	10	Determine the parameters of the advertising, advertising and marketing campaign necessary for the project
5	Choosing the appropriate place for establishing the project and contracting for it	11	Establish business models on the electronic platform that was established for the office on Facebook, Twitter, Instagram & YouTube
6	Pay basic bills such as electricity, water, sewage, natural gas, phones & the internet	12	Preparing periodic reports on work
		13	Business registration in the office's databases

Figure (2): Project's Main Activities

• Budget

Figure (3) shows the expected budget for the project.

Activity	SAR	Activity	SAR
Office rent	2,500	Buying computers	20,000
Monthly bills (electricity, water, gas, sewage, landline, mobile & internet)	3,000	Purchase of specialized systems (windows license, antivirus license, alarm systems, surveillance camera systems, fire extinguishing systems, first aid systems & safety programs)	80,000
Staff salaries	30,000	Purchase of the required office equipment (offices and furniture)	5,000
Advertising, Propaganda & marketing campaigns	20,000	Legal business licenses	2,000
Fixed Cost	55500	Starting Cost	107,000

Figure (3): Project's Expected Budget

- **Divide tasks & resources among team members**

Figure (4) shows task-required resources that achieve project's activities.

Task Number	Specialists	Required Resources
1	Executive Director, Financial Department & Board of Directors	computers, periodic reports & suggestions from team members
2		
3		
4	Human Resources Team	computers, job advertisements & rooms equipped for interviews and tests
9		
12		
5	Logistics Support Team	list of the required material resources such as offices and others
7		
6	Legal Affairs Team	agencies for business termination from the project management
8		
13	Technical support team	specifications of devices and systems that have been prepared in advance
10		
11	Advertising team	computers & contracting permissions with specialists

Figure (4): Task-Resources Organization between Team Members

- **Monitor project progress**

Establishing a detailed project plan as shown in Figure (1) is the cornerstone for any progress to occur. The project is as it achieves the desired objectives of the project. In order to monitor the progress of the project, 3 basic steps are required, as follows:

1-Check workflow regularly

By staying in touch with the various project members because that builds a sense of trust between the management and the workers, which results in the ease of knowing whether the work is going well or not. It also contributes to knowing the problems that workers face while performing a specific task.

2-Provide assistance to team members

That is, in the event that there is a specific problem at work, tools can be provided that facilitate the process of solving the problem and follow the steps of the project in general.

3-Setting deadlines for each task

This contributes to knowing the extent of the employees' commitment to the timetable allocated to the project.

• Project records

This is done through two important tools:

1-Clarizen program specialized in project management, as it keeps the basic and subsidiary tasks of the project in addition to clarifying the current status of the project (Clarizen Team, 2017).

2-Microsoft Access program specialized in database management, which in turn contributes to keeping records and data for the project and facilitates the process of extracting reports from them.

The technical support specialist is responsible for the conduct of this process, so it must be chosen carefully.

• The current procedure to terminate the project

The project procedure consists of a set of inputs, tools, techniques & outputs as shown in Figure (5) (Grey Campus Team, 2021).



Figure (5): Project Procedure

- **The inputs are:**
 1. Elements of a project plan
 2. Project documentation

3. Means of communication used in the project
4. Requirement documents that prove the conformity of the project plan to what is happening on the ground
5. Acceptable deliverables such as research that has already been submitted
6. Business documents represented in the work permits and licenses obtained by the project to avoid entering into the penalty of legal accountability
7. Agreements concluded with other parties
8. Purchase documents
9. organizational process assets
- **Tools and techniques are:**
 1. Expert judgment such as the Internal Research Evaluation Committee
 2. Analyzing data, such as comparing the quality and effectiveness of research in similar fields, which is useful as it gives the office's self-evaluation advantage.
 3. Meetings to exchange views and debate on the future of the project
- **The outputs are:**
 1. Update project documents based on completion time
 2. The final service that the customer receives
 3. Preparing final reports on the project
 4. Update the assets of the organizational process

References

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