



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section
Course

Master
(PMG506)

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Code
Thursday

Date

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Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-~~820~~ 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. ستكون هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك ~~كل~~ **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..

Introduction

A project is temporary in that it has a defined beginning and end in time, and therefore defined scope and resources. And a project is unique in that it is not a routine operation, but a specific set of operations designed to accomplish a singular goal. So a project team often includes people who don't usually work together – sometimes from different organizations and across multiple geographies. The development of software for an improved business process, the construction of a building or bridge, the relief effort after a natural disaster, the expansion of sales into a new geographic market — all are projects. And all must be expertly managed to deliver the on-time, on-budget results, learning and integration that organizations need. Project management, then, is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements. It has always been practiced informally, but began to emerge as a distinct profession in the mid-20th century. PMI's A Guide to the Project Management Body of Knowledge (PMBOK® Guide) identifies its recurring elements:

Project management processes fall into five groups:

Initiating – Planning – Executing - Monitoring and Controlling - Closing

Project management knowledge draws on ten areas:

- Integration
- Scope
- Time
- Cost
- Quality
- Procurement
- Human resources
- Communications
- Risk management
- Stakeholder management

All management is concerned with these, of course. But project management brings a unique focus shaped by the goals, resources and schedule of each project.

Communication is an essential process in the world of project management. It is difficult to master, but essential to make a good effort in achieving. Many times, on troubled projects, project team members feel that if the communication had been better, the project would have run smoother. Therefore, communication is often listed as one of the most needed areas for improvement. To ensure the success of a project much information, including expectations, goals, needs, resources, status reports, budgets and purchase requests, needs to be communicated on a regular basis to all major stakeholders.

Literature review:

Communications Management includes the processes required to ensure timely and appropriate generation, collection, distribution, storage, retrieval, and ultimate disposition of project information. Effective project managers spend about 90% of their time communicating with team members and other project stakeholders, whether they are internal (at all organizational levels) or external to the organization. Effective communication creates a bridge between diverse stakeholders involved in a project, connecting various cultural and organizational backgrounds, different levels of expertise, and various perspectives and interests in the project execution or outcome. There are no misunderstandings; there are only failures to communicate. [1]

The analysis of the communication requirements determines the information needs of the project stakeholders. These requirements are defined by combining the type and format of information needed with an analysis of the value of that information. Project resources are expended only on communicating information that contributes to success, or where a lack of communication can lead to failure. A key component of planning the project's actual communications, therefore, is to determine and limit who will communicate with whom and who will receive what information. Information typically used to determine project communication requirements includes: [1]

- Organization charts,
- Project organization and stakeholder responsibility relationships,
- Disciplines, departments, and specialties involved in the project,

- Logistics of how many persons will be involved with the project and at which locations,
- Internal information needs (e.g., communicating across organizations),
- External information needs (e.g., communicating with the media, public, or contractors),
- Stakeholder information from the stakeholder register and the stakeholder management strategy

Methodology

Project managers communicate by using different mediums to convey a message. The important factors involve communicating how the project will be managed, including how information will flow into and out of the project. There should be also a clear and concise communication plan to address project responsibilities and the types of communication that will take place.

1. Communication Item

This category describes exactly which piece of information needs to be communicated and what vehicles, channels or methods project team members will use to carry out the necessary communications. Some examples of necessary information might include software updates, output from meetings (agendas, action items, handouts), a project calendar, expectations of external vendors, resource requests, and the list goes on. This list will vary widely depending on the scope of the project.

2. Communication Technology

This item determines what vehicles or methods project team members will use to carry out the necessary communications. With the Internet and email, many creative solutions can be found, such as servers, or a project intranet with postings, updates, and a message board (Figure 1).

Communication technology 

Type/technique	Description
E-mail	Allows project teams to communicate text, audio, and video files between the team members
Interoffice memos	Provides a formal forum to communicate key dates, policies, and procedures
Instant Messaging (IM)	Allows team members to communicate real-time
Project status meetings	Provides regular status updates and reviews of the project
Telephone/video conferences	Provides a medium to involve team members located in other geographic regions
Intranet, Internet boards	Formally communicates status, progress, highlights, and objectives to all
Project road show	Provides feedback to stakeholders or users
Walk-about	Involves a hands-on face-to-face approach with your team and clients

Figure 1

3. Communication Objective

This category describes what specific objective will be accomplished by delivering the communications device. For example, if someone is held accountable for delivering a status report to project supervisors, the objective may be to communicate progress and the status of the project. Another possible objective for this scenario might be to review the recent project successes and short-term future targets. The project should be carefully analyzed: each piece of communication should have a specific objective. Otherwise, it should be evaluated whether or not there is a true need for that communication.

Conclusion

Project managers communicate by using different mediums to convey a message. It is truly critical for project managers to get the message across right the first time to avoid failures in the communication process. The important factors involve communicating how the project will be managed, including how information will flow into and out of the project. There should be also a clear and concise communication plan to address project responsibilities and the types of communication that will take place. The communication plan – like the project plan - is a necessary part of the project. However, when thinking of the project manager's role in communication planning, organizations and project teams too often think solely of the documents that establish the frequency, roles, responsibilities, recipients, and channel for which communication will be dispersed during a project. If the project manager doesn't look beyond the written word and the outline prepared in the

early phases of a project, the project is setting- up for losses. While it is important to understand who is involved in the project, it is equally important to understand what information is needed and the level at which they need to receive it.

Reference

- 1- Čulo, Ksenija; Skendrović, Vladimir 2010 COMMUNICATION MANAGEMENT IS CRITICAL FOR PROJECT SUCCESS
- 2- <https://www.pmi.org>