



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

Student Name	Khaled Alenizy	اسم الطالب
Students I.D	2021200050	الرقم الجامعي

Section

Course

Code

Thursday

Master

Date

18 / 03 / 2021.

(PMG506)

Advanced project Management

Instructions:

- آخر 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

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 **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..

Q3: Strategies to Maintain Communication with the Team Members

Khaled Alenizy

Advanced project Management

Eng. Dr. Akram M. S. Ali

Everyone's Smart University

15/05/2021

Introduction

In projects, effective communication among the project leader/manager, the team, and the involved stakeholders remains one of the most critical parts that determine the remains one of the most critical factors that guarantees the success of a project. Effective communication in projects highly relies on the project leader's communication skills, the communication channels and mediums, and teamwork, among other strategies that help in eliminating misunderstandings and promote a peaceful and healthy environment and working relationship among the team members. Therefore, project managers have a responsibility to design and implement proper communication channels and communication processes that ensure effective communication with the team at all times. To maintain effective communication with the team members, the strategies that will be implemented include holding regular team meetings, one-on-one interactions, instant conflict management, developing an internal project website for team members, video conferencing and video calls, phone calls and instant messages, and delivering information through hard-copy documents.

Holding Regular Team Meetings

Regular team meetings for the entire team will be held on selected dates and times wherein the Project manager will discuss various matters arising while conducting the project. During these meetings, team members will have a chance to be updated on the project's activities and current changes, share specific team members' status updates on the assigned tasks, and voice ideas concerns based on the current status of the project. Each team member will receive a copy of the meeting through their preferred communication channels before the meeting and a notification message through tailored messages to each team member since people have different ways of receiving and interpreting information. This information, including details concerning the time day, and duration of the meeting, will also be posted on the Project's Inter Portal. This communication method will mostly be emphasized among the project manager and the internal team to promote the project manager's effectiveness and clarity in communicating

the project's goal and objectives, project team roles, promote a sense of the laid mission and build trust within the team.

One-On-One Interactions

One-On-One interactions between the project manager and specific team members will be scheduled based on specific concerns raised by the project leader, team member/s, and other stakeholders. However, these interactions are mostly aimed at enabling the project manager to build trust among the team, motivate and inspire, and gather honest feedback on each other's perspectives more clearly. These interactions will take place through different communication channels based on the urgency of the matter at hand, reliability, convenience, and the available communication tools among other factors that may arise during the project. Additionally, during this interaction, project managers and some team members will also offer some form of training and guidance on the use of specific communication tools that prove difficult to use among some team members. These measures also include guidance on areas one has stuck while performing their assigned duties.

Managing Conflicts

During undertaking the specific responsibilities in projects, internal conflicts may arise among different team members. If the conflict is not effectively handled on time, this issue can deter effective communication among the team, a factor that threatens the overall progress and success of the project. To ensure possible conflicts are handled, the "confronting" technique will be implemented. This process will involve the project manager scheduling a meeting wherein the conflicting parties meet face-to-face to discuss and reach an agreement that satisfies both parties' concerns. This approach remains the best for resolving conflicts in the project since the team comprises a small number of members with unique and specific skills and responsibilities therefore, to avoid wasting precious time and escalating the issues, it's best to find a solution that satisfies all the conflicting parties through a win-win-style.

Internal Project Website

Technology remains one of the major factors affecting communication among the project team. Before the project commences, an internal Website accessible to all the team members will be developed and launched as a means of providing access to all the necessary information about the project. Through the site, team members can access selected portions of respective project information and also communicate with other team members through the chat group. The chat groups aim at improving collaboration and engagement among the team and also ensure that members are up-to-date regarding the project progress. The project manager can also interact with specific members on a private messaging channel through the portal. The managers also posts different information and updates on the project progress, schedules meetings, and monitor each member's progress through the project portal.

Video conferencing and Video Calls

Video conferencing is a valuable collaboration tool that aids project managers in streamlining the processes and gets better results and also enhances effective communication among team members in different geographical locations. Since some team members may sometimes fail to physically attend team meetings due to unavoidable circumstances, in such circumstances online video conferencing systems and tools including Zoom and Skype will be utilized. Through these communication tools, team members can virtually participate in the meetings, share their progress through virtual presentations, and also engage in both formal and informal communication as a means of promoting collaboration and engagement among the team members. Furthermore, project managers can communicate in a one-on-one virtual call and discuss matters concerning specific members.

Phone Calls and Instant Messages

In cases of urgent matters or follow-ups, phone calls and instant messages will be used to ensure the intended receiver receives the message as soon as possible. This method will highly be incorporated during the progress since it is convenient to use, cost-

effective, and also saves time. Furthermore, some of the stakeholders prefer telephone calls to digital and intranet services meaning that this method remains one of the most effective to distribute information among the team.

Emails

Most of the team members are familiar with the use of emails. Additionally, this channel allows sending and receiving large amounts of information in different formats, therefore, making email a convenient method to share information. For example, members who may not access different reports concerning the project through the Internal Website or experience technical difficulties can easily access these reports since an email system stores information that can be accessed at the receiver's convenience.

Hard Copy Documents

Communication will also be maintained through the use of hard-copy documents which will be issued to the team. These documents include closing reports, status reports, project plans, and budget reports. Although the team and stakeholders will be issued with hard copies of these documents, soft copies will also be available on the project Website and also sent via email to ensure every member access the information and deliver their feedback where necessary. Additionally, employing multiple communication channels also aims at creating a backup for the project data to avoid the risk of losing some important data needed for effective progress and completion of the project.

Conclusion

This report explains the strategies planned to be set up to maintain effective communication with the team members during the project. These strategies include holding regular team meetings, one-on-one interactions, instant conflict management, developing an internal project website for team members, video conferencing and video calls, phone calls and instant messages, and delivering information through hard-copy documents. Effective communication remains one of the most critical parts of a project

meaning that the project manager needs to determine the most effective strategies that maintain communication with the team members. After analyzing the team members' and stakeholders' information, these strategies proved effective means of ensuring communication is maintained and ensure successful completion of the project