

**Everyone's Smart University****Assignment 1 (Spring 2021)**

Student Name	Eng. Adnan Metgen Al-Mohammadi	اسم الطالب
Students I.D	2021200680	الرقم الجامعي

Section**Master****Date****Thursday****18 / 02 / 2021.****Course Code****(PMG506)**

Advanced Project Management

Instructions:

- ☐ يغلق الواجب يوم الإثنين ١ مارس في تمام الساعة ٩ مساءً.
- ☐ الواجب سؤال واحد مقالي من ٤ درجات.
- ☐ الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية تكون باللغة الإنجليزية.
- ☐ يرجى ضرورة التحويل إلى صيغة pdf بعد الانتهاء من الواجب ورفعته على المودل.

Instructor's Name:**Eng. Amaal Aburumman**

Assignment (1)

You are employed as a supervisor at the local mail distribution center. The center wishes to develop a new staff recruitment and selection process, to be implemented within the next three months. You have been assigned the responsibility of project manager.

Your Task

Explain (130 to 150 words) how you as the project manager should plan, manage, and control communication, with the team members to achieve deliverables. Give reasons.

Best of luck..

The following are the best **brief** guidelines and steps which I will follow during creating Communication Plan, manage and control with my team

Preparing simple overview plan of communications in conjunction with my team Otherwise, my risk spending far too much time on communications with and between the team and neglecting my stakeholders and my project. it is including with whom I will communicate e.g leadership team, What will be communicated e.g status report on project, When I will communicate e.g monthly, How I will communicate e.g meeting , Format for your communications e.g presentation at the meeting , Who will be responsible for preparing which reports ,Who will receive which report, the information to be included in the report, how often will each report be prepared, sources of information will be used to prepare the different reports and all can be plan in communication matrix. Team members will have weekly meetings for discussing the progress and scheduling their activities and Check the infrastructure and send/transmit communication. Seek feedback on the effectiveness of the communication. Evaluate and take appropriate action. Document the lessons learnt and apply to future projects.

Feedback from all the stakeholders will be evaluated for measuring the effectiveness of Communication Management Plan. Team satisfaction after completing the project and level of motivation during project is good indicator of healthy communication plan. I will solve any conflicts, motivate and train them, supervise their work, co- ordinate their activities. trust can be achieved when an individual is not threatened or judged and is rather accepted in the environment. Communicating and sharing the business values among the culturally diversified individuals help in reducing hesitancies, indecisions, and reluctances. The intercultural communication and awareness are important for managing the internal issues in an organization. The more the understanding among the team members will lead to successful results.

Tools & Techniques for planning communication	Tools & Techniques for managing communication	Tools & Techniques for controlling communication
1. Communication requirement analysis 2. Communication technology 3. Communication models 4. Communication methods 5. meetings	1. Communication technology 2. Communication methods 3. Communication models 4. Informations management systems 5. Performance reporting	1. Information management systems 2. Expert judgment 3. meetings

Summary Extracted from Course:

- Identify Plan Communications Management by determining the information and communications needs of the stakeholders, type of communications management plan, a document that guides project communications.
- Identify Information distribution which making needed information available in a timely manner
- Creating a stakeholder analysis for project communications
- Considering Performance reporting & Administrative closure of project: report progress, review status in meeting,
- Manage conflicts effectively.
- Develop better communication skills.
- Run effective meetings by Prepare handouts, visual aids, and make logistical arrangements ahead of time, Run the meeting professionally, Build relationships
- Use templates for project communications
- Use Tools include e-mail, project management software to build communication infrastructure
- Make sure to Clear Sense of Mission, Challenging, supportive, personally rewarding & Results Orientation.
- Members are in close communication with each other and Members report solely to the project manager.
- Use Techniques include reporting guidelines and templates, meeting ground rules and procedures, decision-making processes, problem-solving approaches, and conflict resolution and negotiation techniques