



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

Thursday

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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..

الواجب الاول

تم توظيفك كموظف كمشرف في مركز توزيع البريد. يرغب المركز في تطوير عملية تعيين واختيار موظفين جدد ، ليتم تنفيذها في غضون الأشهر الثلاثة المقبلة. وقد تم تكليفك بمسؤولية **مدير المشروع**.

مهمتك هي:

- اشرح (من ١٣٠ إلى ١٥٠ كلمة) كيف يجب عليك كمدير للمشروع أن تخطط وتدير وتتحكم في التواصل مع أعضاء الفريق لتحقيق الإنجازات. اعط اسبابا.

....مع تمنياتي بالتوفيق

Introduction

Effective communication is one of the most important elements and requirements for the success of any project regardless of its different objectives or the field in which it operates, as effective communication methods and tools would enhance cooperation between team members and thus facilitate the delivery of information and save time and effort in correcting errors resulting from misunderstanding or lack of access. The information is correct and required.

Assignment:

Steps to manage project communications:

Determining the parties involved in the project: In order to communicate with the parties specified in the project, the parties and the information that each party needs to be communicated must be determined in advance.

- Communications Planning
- Information Distribution
- Performance Reporting
- Administrative Closer

We must first define the following elements before developing a communication plan:

Who are the public or stakeholders: Saudi Post.

Who do you want to communicate with?

Who are the individuals or organizations likely to be affected by the outcome or implementation of the project?

The type of information to be sent.

What kinds of information do you need to communicate?

Communication tools What are the best tools and tools you can use?

What are the availability and accessibility of these tools for all team members and stakeholders?

Time to call Determine in advance the schedule of communications, preparation for meetings and important reports.

Obayan Mohammed Al Qahtani