



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 130 إلى 150 كلمة) كيف يجب عليك كمدير للمشروع أن تخطط وتدير وتتحكم في التواصل مع أعضاء الفريق لتحقيق الإنجازات. اعط اسبابا.

....مع تمنياتي بالتوفيق

This is Reema Al-Shaya, Supervisor at the Local Mail Distribution Center. I will develop a new staff recruitment and selection processes to be implemented within the next three months. I have been assigned the responsibility of project manager. I will explain how I plan, manage and control communication with the team members to achieve the objectives.

The first step is plan communication management that used in order to make it easier through following the basic steps: Encode, Transmit Message, Decode, Acknowledge and Feedback Response. The plan that I will use as recruiter is going back to needed requirements for the job. For example, is the measurement for the requirements reasonable? The reason why I choose this plan is when I have the right requirements, I will easily choose the right candidates. Determining the requirements is the most important step of the recruitment plan.

The second step is manage communications which is the process of creating, collecting, distributing, storing, retrieving and the ultimate disposition of project information in accordance with the communications management plan. In this step I will sort the candidates that are perfect for the requested requirements or sourcing for new candidates. The organization can not agree on any unqualified candidate who are not suited for the position. In this step, sourcing step can occur again. For a better result, communication with candidates can be directly.

The third step is control communications which is the process of monitoring and controlling communications throughout the entire project life cycle to ensure the information needs of the project stakeholders are met. In this step I will select the right candidates based on the given requirements and needed skills for the job. Selecting process will be based on certain requirements which is well organized. It will give effective results. Evaluating the candidate's qualities from all sides is a must.

The selection step is very important because it will increase the overall performance of the organizations and it helps in knowing the differences of the capacity, knowledges, skills and experience.