



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 الانجليزية.
- ☐ 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..

Answer

When I manage this Team should be focus in many Principle of Project Management :

**** Project communication Management Process:**

- Communication plan: Add the Policy and procedure of work in the Post Office.
- Information Distribution: Put the right people in the Right time (According the skills).
- Performance Reporting: how resources are being used to achieve project objectives.
- Administrative Closure: project archives (for all Customers).

****Improving Project Communication:**

- Manage conflicts effectively.
- Develop better communication skills.
- Run effective meetings.
- Use templates for project communications.

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- Conditions Favoring Development of High Performance Project Teams:
- Ten or fewer team members.
- Voluntary team membership.

- Continuous service on the team.
- Full-time assignment to the team.
- An organization culture of cooperation and trust.
- Members report solely to the project manager.
- All relevant functional areas are represented on the team.
- The project involves a compelling objective.
- Members are in close communication with each other.