



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.

Answer:

In order to have a successful communication I should start with determining the stakeholders needs so I can build the communication messages properly. After that I should start transmitting these messages or ideas using the appropriate medium i.e. email. Once the message is delivered i should make sure that the messages was delivered correctly to the recipient (getting the acknowledgement) .

The following will explain the proper way to plan , manage and control the communication

- a. determining the information and the needs of the stakeholders
- b. making the information available in a timely manner (information distribution)
- c. include a project management plan to guide the communication of the project
- d. create stakeholder analysis to enhance the project communication

Finally monitor the communication throughout the project to make sure that the stakeholder information needs are met.