



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Course

Code

Thursday

Master

Date

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(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة 9 مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الإنجليزية.
- يتم تسليم المشروع في صيغة ملف . pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion ، وأخيراً المراجع References . وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط 12.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر 1.5 line spacing

- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: ~~Eng. Amaal Aburumman~~ Eng. Dr. Akram M. S. Ali

Project:

You are required to document your role in administering a project. The project may be set in a business, social, sporting, or family environment but must be of a significant size and scale. If you do not have an actual project to write about you may complete the project hypothetically.

This report will be between three to six pages in length. This is a significant research project.

Your report must address ~~each~~ **ONE** of the following issues:

1. Identify and describe the purpose, scope, and objectives of the project. **Display this information using an appropriate tool.**
2. Describe how the team is given an outline of the project.
3. Describe the strategies that are going to be set up to maintain communication with the team members.
4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.
5. Identify project milestones and activities. **Display this information using an appropriate tool.**
6. Create a budget and link the costs to the key milestones for a project.
7. Describe how you are going to divide tasks and resources amongst a project team. **Display this information using an appropriate tool.**
8. Briefly describe how the progress will be monitored.
9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.
10. Describe the current procedure for finalizing projects. Create your own procedure and identify how you will evaluate the success of the project.
11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

Best of luck...

المشروع:

مطلوب منك توثيق دورك في إدارة مشروع. قد يتم تعيين المشروع في بيئة تجارية أو اجتماعية أو رياضية أو عائلية ولكن يجب أن يكون بحجم مناسب. إذا لم يكن لديك مشروع فعلي لتكتب عنه ، فيمكنك إكمال المشروع افتراضياً. سيكون هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك ~~كل~~ **احد** القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء موازنة وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Introduction

My research project is about establishing automotive repair shop. Trends show the automotive repairs shops has been same as before without any development in the market place. I will implements the Advance project management elements into my project. Recently in Riyadh City has been developing in population, also in industry area. Riyadh had a population of 7.6 million people in 2019, it will increase in future as MBS said in recent interview (April, 2021 at), and because it's a capital city of Saudi Arabia, so many job opportunity. It will increasing in population shift. that will benefit the repair shop by number of car in the city, and the other transportation in general. Every single one who has a vehicles must do regular Scheduled maintenance such as repair air filter, new tire, batteries replacement, brake work, Antifreeze added, Engine checkup, wheels aligned balanced. These are most important in every owner of car by daily checking or cannot use their car to work or shopping or live needs. These are important to everyone, but its nothings compare to automotive workshops who gather many services, relevant which is development of sport section with experiences team who attract most sport fancy.

My strategy is to open a workshops which is focus in many area of department. Such as electronic section, mechanics, body repairs, air condition. I need a good place to attract customers for example near to industry area or near to spare parts shop, so the customer can install the spare part near to the workshop. Choosing the place are one of most effective in strategic plan. Also provide to the customer a benefit of getting the needs of the vehicles next to the workshop. Example of most pharmacy next to the hospital. Give the sick the need of medicine without heading far a way to get it.

Literature Review

The most important characteristic of an organization is its structure. An organization structure is the way which the activities of the members of an organization are related to each other to achieve coordination, communications, and control over people and

resources. How activities are related to each other will have an important impact on effectiveness, efficiency, and how people feel about the organization.

First of all I use planning, organizing, directing, and control measurement in our recent study of Advance project Management. Start at beginning rent a place or own a place for future benefits depend on the budget of the owner or stockholder. Implement the regulations of the government factors. Government agency regulation such as municipality, fire department. Rules, standards, and guidelines. Also working and operating condition.

Methodology, Results and Discussion

I will hire a talent acquisition to check up and recruit the competence with skills, to effective selection looking for competence career such as electronic career with experience, mechanics, with a good experience in brand vehicles. These will bring to the customers the satisfaction and the result they needs also accomplishment to our workshop. My unique service and goals are different than other regular workshop in the market. I will add a value in the workshop and measurement of progress and performance. Creating in application in the phone, so we can promote our workshop for far away customer with providing tow car service with our application to see the process and follow up the services from start to finish point. Will be active document from owner to the conclusion full report of the each section of workshop has been examining the issues. We can provides the needs to the customer with a warranty from both the spare part shop and installation workshop, also cooperation with these stores can provide a discount for installation ,so we can attracts a deals for both of us. Plus tow truck deals of discount. The mechanisms for this establishment based on competency from IT department to aims responsibility full focus on the website and phone application for full service and promotion for our workshops linked with social media and for our logo and name of our workshop pages in the internet. Also linked marketing section for coordinate in filed at the event of sport cars. Also finance department for customer payment through offer by online. Recently marketing has gaining customer through some of fans such as, actors, singer, desert sport champing, raise sport champing, etc. therefore will give in warranty to the client base on following fans and special discount.

That will bring to our workshop a many category and diversity of vehicles brand fan in the market the layers will definite will notice in the market. The design and the outcomes of these objectives achievable will satisfy customer needs. The scope statement contain details of issues and other concern of the project of settlement, planning has been achieved and cover many area, estimating price and time has been identify as soon as the project start, scheduling in everyday, organizing my team and make sure to understand their roles and responsibilities to direct to the project, closing assessing success or failure. Also apply to each section of workshop to motivate their employees by resourceful and interpersonal communication skills and stress management and evaluating the credibility and flexibility for each employee. The supervisor of the workshop must have a strong negotiation and communication skills, so base on the report for each section of the workshop, so the customer must understand the use of each issue what will bring effect on the future if customer delay fix that issue even if not related to the issue for coming or minimize the cost of future to prevent cause an issue because each part connected to each other. Therefore based on the report the customer will be aware of their vehicle, and the workshop reach Credibility and success without price for checking up for customer. Communications are the backbone of all successful projects with the team member with their report. The quality of the workshop meet the standard I am looking for which is provide to the customer a comfort to deliver their car, with specification from point of picking up to the end. Also the ability to status of the checkup. The process will be documented to the system for life also build history with the Clients base on ID number even if in the future if change their vehicles, so we builds a relationship with the customer. Our quality performing policy for each department are responsible for each has undertaken the customer. The supervisor are aware on quality management process such as quality planning to observe the standard are relevant for each section, quality assurance to evaluating the performance to ensure the customer will satisfy the quality standards. Over all the cost of establishing the workshop with the design around 1.9 million riyal without the price of the place rather rent or own the property. The design will be terrific and modern standards around workshop. The equipment are highly expensive ,also looking to buy a new equipment to insure the warranty for a period of time also the environments will be a clean and tidy.

Also the performance are efficient. Also the salary will be satisfied for our employee best in market also get them a house allowance or compound to live near by the workshop. Also expense with their family, and health insurance. So the employee will be satisfied at the end with annual bonus, depend the customer's feedback at the attending section, so can evaluating the employee. Business Process Improvement is a systematic approach to help the organization optimize its underlying processes to achieve more efficient results. Legitimate power to the supervisor to reach the agreements among organizational member that people in certain roles can request certain behaviors of others. This perceived right of obligation originates from formal job description as well as informal rules of conduct Behaviors of other.

For those who want to obtain success in the continued operations of their business, an effective and comprehensive business process improvement strategy is critical.

The benefits for an organization of introducing a systematic and team-based approach to business process improvement are many and include:

Establishes a common and shared language across the entire organization, provides a way to define what "improvement" means for your organization

- helps set process improvement objectives and priorities
- helps an organization examine the effectiveness of its processes
- helps you identify, develop and implement improvements
- helps ensure stable, capable, and mature processes

Automotive Repair Shop

Reference:-

. (Canadian edition organization theory, design, and change. Garerth R. Jones, Albert L.Miils, Terrance G. Weatherbee. Jean Helms Mills) (Chapter 5)

<https://www.operational-excellence-consulting.com/our-workshops/business-process-improvement-workshop>