



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

There is no doubt that a manager's communication with the employees is very important for the progress and faster completion of the work. Moreover, a successful manager doesn't follow traditional systems, he follows modern ones. More dynamic communication leads to More unique project management which is known to everyone in project management, but we meet difficulties in completing it because of many factors like the nature of the project, raising of the company, etc. Much time in a project is spent on communication by the project manager. If this stays in a project, there is a warning of missing the deliverables or other results as required by the sponsor.

If I were a manager, I would have the responsibility to be alert, to the early warning signs, and deal with the underlying causes, before the situation reaches a crisis. I would identify the challenging, inspiring goals, I want my team to achieve. As a manager, I do my best to motivate them to do what is required.

If I were a project manager, I would follow modern regimes; Rather than choosing employees who are experienced and knowledgeable about the business of the company. I'd show respect for my workers by estimating the quality of their work, not by looking at the way they dress or decorate their offices. I'd over-communicate effectively and openly with both the stakeholders and the project team because effective communication saves time and money, makes me more productive, and it just makes sense! Based on stakeholder study, I can plan with the project team the communications that are required. There are many different means of communication available to me - face to face, email, Intranet, Internet, daily mail, mobile phone, video conferences, etc. There is no use providing stakeholders with information that isn't wanted or desired, and the time wasted producing and giving such information is a waste of sources.

I'll make a communication management plan between stakeholders and employees to get this done as quickly as possible. This provides the stakeholder communications elements to communicate the proper data as required by the stakeholders. It provides data on what is to be communicated. This plan covers the

expected form, content of the project. It provides Articles on how required information passes through the project to the right people. It provides Proper methods for communicating. For example, e-mails, memos, reports, and even press releases.

In a nutshell, if I were a project manager, I'd pay attention to the communication plan, because it ensures the success of the project and helps to produce a more efficient way.