



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

As the project manager of our company, I will plan, manage, and control communication with team members to achieve deliverables against our company's recruitment system.

In planning, as a manager I will ensure that we have an ongoing planning cycle which is connected with the budget preparation. Once a plan is approved by company director, the HR Department will start its implementation.

In managing, Personnel Requisition and Job Description forms will be used to define the requirements for personnel. This will be managed and coordinated within team members to the ultimate disposition of the project information.

In controlling I will establish manpower forecast, my team and the HR Manager develops its Plan with involvement of our company director.

And for communication, for the immediate requirement of within the next three months I will initiate a Personnel Requisition through e-Recruitment. And will be submitted to the HR Manager and then Manager for processing and approval.