



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

Student Name	Abdulrhman Saad Al Muzaiel	اسم الطالب
Students I.D	2021202681	الرقم الجامعي

Section

Master

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Course Code

(PMG 506)

Advanced project Management

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...

Identify and describe the purpose, scope, and objectives of the project

1. Introduction (Scope):

This study aims to establish construction company for new houses. Taking in consideration of implementing new strategies to ensure the business continuation and its growth as well.

Most of the construction's companies are close within the first five years. Due to lack of business knowledge and experience, lack of finances or lack of planning

There is a certain step you must take it prior to your design of starting new business such as, Budget allocated to different activities, major activities, and milestones, Write your business plan, Register your business, Find the right Licenses & Permits, Secure Insurance & Liabilities, Get the Funding You Need and Grow Your Business.

2. Purpose and Objective

This study aims to demonstrate the approach of become the leading construction company, while delivering projects that consistently exceed international standards and provide exceptional customer satisfaction. To continually deliver excellent value & innovative construction solutions to meet our clients' requirements. Using modern principles and sophisticated technologies always nationally and globally,

This study aims to establish a clearly well-defined name and brand of the new company. It also aims at creating awareness for the product within and beyond the company. The project will also create immediate new deal to achieve the company target. Hence, one of the first objectives of a building construction company sets out to achieve needs to be establishing a strong and sustainable internal structure. Just how a construction company organizes itself depends on its size and the scope of its projects.

After you specified and approved the outline of the project, it is the time to make a list of team member nominated and selected for this task.

assign the activities in the outline to each team member beginning with the leaders than to the members.

I will call for a meeting with the team member based on assigned task to discuss the outline. Once each team is aware of their roles and responsibilities in the project. Now I will call for general meeting to laydown the project outline and explain the integration points across the teams .in same time I will also identify the shareholders and create a chart that illustrates organization hierarchy.

communication is a large part of everyday life and requires careful planning and should consider factors such as the appropriate channel and potential blockers. You should Carefully consider whether interactive, push, pull, and hybrid communication types are appropriate.

Strategies that will maintain communication among the team members during the project life cycle.

As you may know that effective communication is essential for the success of any project. And to achieve this, different strategies will be implemented or enhanced to make sure that we are in the right path. I preferred to call for a regularly meetings. Meeting regularly keeps the members up to date on the project activities and any changes made. They are also given an opportunity to share their opinions, suggestions, or concerns if there is any.

3. **Literature review**

Creating an Environment for Successful Projects (Graham and Englund, Jossey-Bass, 2004) guides readers to construct an environment in which projects are more successful. Its contribution fills the void for advanced project managers and managers of project managers on how to develop project management as an organizational practice. The book adds to the foundation provided by the project

management body of knowledge by identifying, arguing for, and presenting examples of the conditions required for project managers and teams to apply their trade. Knowledge and procedures are not enough if the environment is toxic; practitioners need to systematically address the vital space where all conditions are present to create value through project-based work.

Any attempt at systematic change needs to include arguments about why these approaches are important and provide examples of how people implement the concepts. Put forward reasons in support of a systematic point of view. An assessment instrument, review tools, and templates ease and assist the task to begin. Profuse examples illustrate the possibilities, commitment, and thoroughness required to be successful. Ever present is the theme that all managers need to be authentic, act with integrity, and model desired behaviors.

4. **Methodology**

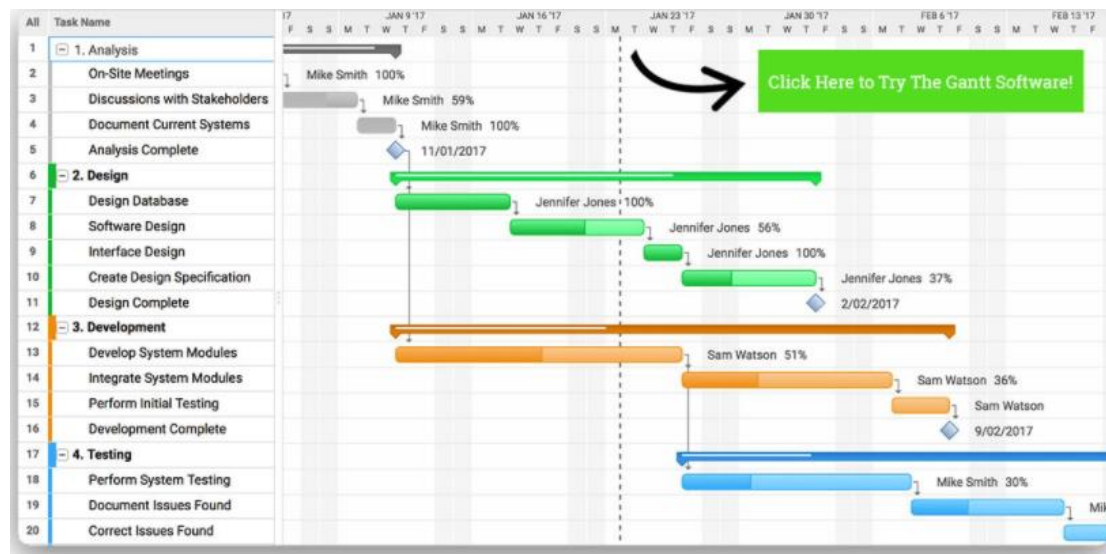
Tools for monitoring deliverables, timeframe, or milestones

to make sure that we are on right track I would prefer to utilize project tracker tool to monitor the project deliverables. project tracker tool will give the manger / leader the visibility on the project. It will also assist in monitoring all the tasks and verify them against the expected result.

A Gantt chart is used for planning projects of all sizes, and it is a useful way of showing what work is scheduled to be done on a specific day and date.

It can also support you to view the start and end dates of a project in one simple chart

Example.



The vertical axis of a Gantt chart shows the tasks that need to be completed, while the horizontal axis represents time. As you input tasks, their start dates, their end dates and their dependencies, bars will populate, which represent task durations.

Project Milestones and Activities

Milestones are important project management tools that can be used as a component of project scheduling.

A milestone is a significant event that occurs during the course of a project, the timing of which can influence the scheduling of other activities. With the achievement of successive milestones, management is able to maintain a more accurate understanding of how the project is advancing according to the schedules.

Milestones might include, for example:

- Securing funding.
- Acquiring a site.
- Appointing consultants.
- Completing design stages.
- Customer approvals.

- Securing permissions.
- Tendering the construction contract.
- Appointing a contractor.
- Handing over the site to the contractor.
- Starting and completing construction.
- Occupying the completed development.
- Rectifying defects.

Milestones are the major achievements of the project goals or tasks at the end of each period (Ronand & Robert, 2019). The milestones of this project include completion of the research and development phase and getting into the planning phase. Successful creation of a company logo, determining the level of competition, creation of brand name and social media accounts indicate the completion of the first phase

The planning phase involves getting the funds and approval from the shareholders. This achievement will enable the project manager to allocate the costs to the various department for the completion of tasks. The other milestone is the completion of the company logo phase. After this phase, the services will be provided to the customer and introduction to the market. Completion of training of both the sales team and customer sales team is also a major milestone for the project. The final milestone is company start-up and continuity.

5. Budget

Key Millstone	Cost (SAR)
Securing funding	1000,000.00
Acquiring a site	250,000.00
Appointing consultants	50000.00
Completing design stages	100,000.00
Customer approvals.	50000.00
Securing permissions	500,000.00

Appointing a contractor	50000.00
Handing over the site to the contractor	600,000.00
Starting and completing construction	1000,000.00
Occupying the completed development	1000,000.00
Rectifying defects	150,000.00
Total in SAR	4,750,000.00

6. **Results and Discussion:**

My plan to assign the task among the team. I will make interview for each team member who has assigned to this project to go to see the capability of doing such of this project. in same time I seek out to see the strengths and weaknesses of the team member. This is the basis of task distribution among the team.

I will invite the team to attend a meeting to know each other. need to arrange and discuss with the team the ability of managing their workload beside to this project if they cannot handle it. you may escalate this issue to the higher management with good justification to dedicate them full time to complete the project.

This is to make sure that teams are focusing on deliverables of the project. I will divide the tasks into small achievable targets are set deadlines. A person who achieves their targets/goal prior to the deadline will be rewarded. This will not only improve productivity but will also motivate them to work harder. Once the tasks are assigned, the next step is resource allocation. These resources include labor, equipment, materials, facilities, and miscellaneous expenses

The project records are maintained through an Excel sheet and share points accessible to all team members. also participates the use of emails as most project documents are sent through emails. The person responsible for keeping the

records is the project coordinator. This process could be improved by ensuring that each contract file aligns with the topics of the projects.

There are activities need to be followed for project finalization:

- ❖ Deliverables are accomplished with the frame time given.
- ❖ End user acceptance test or approval- (members participated in project)
- ❖ reviewing all the contracts and ensuring that all suppliers and parties to the contract have been paid
- ❖ announcement to team member of the cut-off date and return to duty.
- ❖ Handovers note from supplier and contracts were involved in the project
- ❖ identifying the challenges faced by the extent of success and its failure
- ❖ archiving all the documents used in the company's records for future reference.

7. References:

Alison, Dykstra, (2011). Construction Project Management: A Complete Introduction
Englund, R., & Graham, R. J. (2019). Creating an Environment for Successful Projects.