



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

Student Name	Mohammed Abdullah Aldar	اسم الطالب
Students I.D	2021201554	الرقم الجامعي

Section
Course

Master
(PMG506)

Code
Thursday

Date

18 / 03 / 2021.

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 الانجليزية.
- 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. ستكون 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..

Advanced Project Management

Books and Beyond

Introduction:

Due to the unexpected emergence of COVID-19, everything is shifting to the online world, including studies. Online learning is flourishing, and educational institutes are adopting more remote learning strategies. With the growing demand for online education, many students are unable to get school supplies like books, stationary items, and printing services because of the current circumstances. With that being in mind, my family and I came up with an idea for an application called “Books and Beyond”. The main objective of designing this application is to facilitate ordering new books, secondhand books, and stationary items, as well as provide printing and photocopying services for students at their doorsteps without the need to go out of their houses during a global pandemic. In addition, the main purpose of this application is to encourage students who cannot afford to purchase or buy new books to get second-hand books at discounted or lower prices. The scope of this project is that it will benefit stationary item suppliers, printing press, and photocopiers to earn by providing services to students. Furthermore, the application allows students to sell books at lower prices to be purchased by other students.

I was assigned as a project manager to supervise the project and ensure effective communication within the team during project development. My main task as project manager is to assign roles and responsibilities to every member in the group and maintain good communication among them. It's the project manager's task to take feedback from group members and effectively communicate their suggestions to other group mates. Furthermore, my responsibilities include handling and resolving conflicting situations that may hurdle the project's success. The project, which we have been working on for 4 months now, is still at the execution stage and is expected to be launched in the third quarter of 2021.

Literature review:

Effective communication is considered key to the success of any project. Many studies showed how effective communication and leadership made the project successful. Moreover, it is observed that effective communication and listening effectively to your groupmates produce high team satisfaction and success scores. (Adu-Oppong, 2014) stated that effective communication is the method of exchanging knowledge and shared understanding from one individual or group to other. Workplace communication is essential for building and sustaining quality working relationships in organizations. Many effective communication strategies are used by different organizations and project managers to achieve success. Since our project is to provide services to students and suppliers, it is my responsibility as the project leader to adopt effective communication strategies for the successful development and deployment of the project. Therefore, we will review some communication strategies that I will adapt to provide a more constructive working environment to my fellow mates.

1. Listening

Listening is the most effective coping technique that does not include chatting or talking. Having a productive conversation is necessary to understand others' ideas and concerns. Active listening promotes authenticity, transparency, and enhances performance. When you pay attention to your talking partner, you reassure them that they are being understood, which builds confidence and makes them feel like their thoughts are important to you (Rizescu, 2017).

2. Creating an open and receptive environment

Effective communication, like effective listening, is dependent on the existence of a receptive and open environment. Group members at the workplace or working on any project would be unable to voice their complaints if they believe they would be swept under the rug and ignored. Developing a calm and approachable mood for your communication will make members feel at ease and hence, they will work more actively and happily (Perryer, 2018).

3. Providing opportunities for formal and informal feedback

In this study, (Zakaria, 2012) highlighted that encouraging formal or informal feedback demonstrates that you welcome and listen to members' opinions. Thanking the interacting person for their time after each conversation shows a sign of kindness, and it indicates that you appreciate their presence when they should have been working on something else. Moreover, it's important to allow and give time to listeners to give their opinions and suggestions, not just on how the dialogue went, but also on how you provided content. Accept feedback and use it to improve the structure of the forthcoming missives.

4. Utilize multiple modes of communication

Everyone has their preferences. Similarly, some individuals prefer to have face-to-face communication, while others believe that text messages are more appropriate for conveying information. However, to communicate effectively with others in your team, you must become acquainted with various means of communication. By using various channels of contact with your colleagues, you will move one step closer to becoming a communication expert (Kashyap, 2021).

5. Spend some time in training

This study stated that training is sometimes overlooked, particularly when it comes to anything as simple as communication. Nevertheless, familiarizing the staff with the concept of diverse speaking types will make you work more efficiently together. This may include some collaborative activities or several team-building lessons. Provide your team with real-life examples to see how they handle and work out these situations. Crisis management and conflict resolutions are effective strategies to have better collaboration in the team but the more you will teach and train your staff to work together in difficult environments, the more they can interact (Ilieva, 2017).

Methodology:

The research for the design and development of this project was done using reliable resources from the internet. As a project manager, I tested the requirements using reliable data from Google and the Internet. The investigation for effective communication strategies was carried out using e-resources from a readily available website. Moreover, journal papers from Research Gate, Google Scholar, and Sage Publications were used to gather data, and books from Academia were studied to get knowledge. The investigation is done keeping in mind the needs of students, suppliers, and my role as a project manager to provide and maintain an effective communication environment within the group during the project development.

Results and Discussion:

After reviewing past literature, I have found that effective communication is important in project success. Additionally, although it's hard to get everyone to agree on the same thing, an excellent project manager can do this through effective communication strategies. Furthermore, studies revealed that if a project manager uses conflict management and resolution strategies, he or she could achieve more success and have a constructive work environment during project development.

According to the findings, recognizing the real issues within the group and being in contact with all team members are all essential components of successful project management communication. During all the good and bad days, it is important to be active, visible, and engaging with others as it is the responsibility of the project manager. Besides, effective communication strategies proved to be beneficial and efficient for project development. Those strategies help maintain a friendly working environment. Moreover, communicating well and listening as well as giving value to team feedback and opinions provide a higher satisfaction rate among groupmates. They work with more enthusiasm and thus, provide high success scores.

References

- Adu-Oppong, A. A. (2014). COMMUNICATION IN THE WORKPLACE: GUIDELINES FOR IMPROVING EFFECTIVENESS. *Global Journal of Commerce and Management Perspective*, 3(5), 208-213.
- Consulting.com. (2021). *15 Proven Communication Strategies That Will Help You Succeed At Work And At Life*. Retrieved from Consulting.com: <https://www.consulting.com/communication-strategies>
- Ilieva, D. (2017). Establishment of Successful Strategies for Project Communications Management. *BUILDING SUCCESSFUL PROJECT MANAGEMENT STRATEGIES*, 1-15.
- Kashyap, S. (2021). *9 Effective Communication Strategies to Connect Better with Your Team*. Retrieved from Proofhub: <https://www.proofhub.com/articles/communication-strategies>
- Perryer, S. (2018, October 24). *20 effective communication strategies for the workplace*. Retrieved from Perkbox: <https://www.perkbox.com/uk/resources/blog/20-effective-communication-strategies-for-the-workplace>
- Rizescu, G. B. (2017). THE ROLE OF COMMUNICATION IN ENHANCING WORK EFFECTIVENESS OF AN ORGANIZATION. *Land Forces Academy Review*, 22(1), 49-57. doi:10.1515/raft-2017-0008
- Saidimu, A. (2014). Effect of communication strategies on organization structures: A Case Study of Kenya Ports Authority. *European Journal of Business and Management*, 6(11), 6-10.
- Zakaria, M. (2012). *The Role and Function of Effective Communication in the Planning Phase of International Multi-Organizational Projects*. LAP Lamber.