



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

## Everyone's Smart University

### Assignment 1 (Spring 2021)

|              |                        |               |
|--------------|------------------------|---------------|
| Student Name | Ayman A. Alnakhli..... | اسم الطالب    |
| Students I.D | 2021202428.....        | الرقم الجامعي |

Section

Master

Date

Thursday

18 / 02 / 2021.

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

**To develop a. Plan Communications Management, I need to determine the following:**

- 1- stakeholder's information
- 2- stakeholder's needs and requirements
- 3- Available organizational assets

**In these case I will assume the internal stakeholders are:**

- 1- The managers of the department's that need a new staff
- 2- HR department responsible to ensure the organization has the right people, in the right job, at the right time. And continue recruitment the new staff as per approved procedures.

**The external stakeholder will be:**

- The job seekers which looking for vacancies

**The available organizational assets**

- 1- E- mail system
- 2- Web site
- 3- Meeting room (may be virtual if it is available)
- 4- Employment policy

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### **Steps to manage and control the project communication**

- Within 1 week the managers of the department's need to determine the number the employee they need and their qualification and develop a job description for each one.
- Send the job descriptions to the HR department responsible by E- mail system(Encode)
- HR department responsible review the job descriptions in 1 week and back to mangers with comments (if there are) (acknowledge) or (decode) and announce about the vacancies in the organization web site and send response e-mail to the managers during the 3<sup>rd</sup> week.
- Keep the Job advertisement in the website for 3 weeks
- HR department responsible collect the employment applications and review it then chose the top 10 according to the organization employment policy 1 week.
- HR department responsible should send the top 10 applications to the managers (Email) and they should choose top 5 based on their requirements and send it back to the HR department responsible(Email) within 1 week.
- Scheduling (for 2 weeks) interviews between the selected job seekers (by their e mails getting from the applications) and a committee contain from HR department manager and the manager of the requester department and HR department responsible.

- Majority voting between the committee members to accept the new staff in after each interview.
  - HR department responsible continue the Procedures depending on employment policy to be sur the new staff will be in their managements on the first of the 4<sup>th</sup> month.
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Ayman A. Alnakhli

2021202428