



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	وليد إبراهيم علي.....	اسم الطالب
Students I.D	2021202424.....	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 الانجليزية.
- ☐ 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..

As a project manager I shall start by developing the communication plan. Firstly, the plan should clearly indicate the background/context in which it was created, as it will create the background for a common understanding with the stakeholders and my team. The background shall briefly describe the organization vision, goals, communication activities, tools, results of past surveys, and desired outcome. Secondly, I will analyse the organization communication environment (SWOT) clearly identify all strengths, weaknesses, opportunities and threats, can show me a complete picture of the environment in which I am going to issue formal communications. Thirdly, I need to analyze the organizational communication asset included in the lessons learned. By describing how prior communications were undertaken by your project / team and any lessons learned, I can further “set the scene” for the communications activities that are needed to keep the right stakeholders informed, with the right information, at the right time.

Then, I shall state the objectives of the plan, describing the desirable future state of the communication like:

- ✓ Increasing stakeholder awareness
- ✓ Improving team efficiency and productivity
- ✓ Gaining management sponsorship and buy-in
- ✓ Changing the perception of your team
- ✓ Improving team culture and behaviour.

The plan should then specify the stakeholders/audience that my team should communicate with only, along with their information requirements. After that the communication channel should be specified, like e-mails, mobile messages, or MOM. Etc.

Moreover, the plan shall mention the schedule at which the required information shall be communicated and responsible member for dissemination, for example daily activity report, and monthly project status report, and quarterly milestone/deliverable achievement report. We have to make sure that we are getting a feedback for every communication, and it shall be measured against an agreed before success criteria

The plan should be implemented, managed, monitored, and updated. Finally the short coming of the communication management shall be recorded in lesson learned as an organizational asset for future projects

