



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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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..

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

As a Project manager of the local post mail distribution. I need to make a project where the goal is to develop a new staff recruitment and selection process when hiring people to work in a position of customer service. New processes need to be implemented within 3 months. In addition, Information that needs to be communicated is goals, pointers that we get from the center, and discussions we did with other staff and departments The team members of the project are drawn from different departments and include, finance, human resource, Logistics, Legal Officer, and Risk.

This project will be used every time Local post mail needs to hire someone in any vacancy position. the team and I set down together to specify the job vacancies that the center required. moreover, specify the job specification for each vacancy to post on the Center website later on. The purpose is to hire get less expensive, faster and to ensure that the best people for the job are chosen. The team and I have been met many times and we still require some resources to move at the required pace. We meet as a group every week on Tuesday. We keep communicating and consulting so frequently on E-mails and talk over the phone. We wish to express our fear however that we might not meet the deadline if the resources are not availed timely. We also recommend that we be facilitated by transport so that we can move around when it is necessary.

Sincerely,

Khalid Ahmed Alhazmi