



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section	Course	Code	Date
Master		Thursday	18 / 03 / 2021.
(PMG506)			

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-~~820~~ في تمام الساعة ٩ 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..

Introduction

The project documented below is to be carried out by our business to supply a school with new laptops and software to students for learning. This is a significant project that will see the rolling out of one hundred laptops in a school of over four hundred students to improve their digital literacy and competency. The scale of this project is significant, and it will take ten weeks to complete. It requires a high level of dedication and commitment from the entire team to accomplish what has to be done. The team consists of ten professional salesmen and saleswomen with years of experience in product demand and supply in the education sector. This does not diminish the challenge but only serves to ensure that the possibility of success is significantly increased.

Purpose and Scope of the Project

This project aims to obtain 100 laptops to be used in tutoring and dispensing information to students. The laptops are obtained from the manufacturer at a subsidized price and sold to the school at a slightly higher fee. The benefits of digital literacy cannot be overstated, and they are numerous and far-reaching in the long run. This project's scope in this first phase of distribution will cover the supply of 100 laptops, fully functional with the required software installed in every piece. This will involve hiring several technicians to ensure the software is obtained and installed in each unit, and they are in good working condition before supplying them to the school.

Objectives of the Project

- Enhance the digital literacy and awareness of students.
- Contribute toward the integration of information technology for the modernization of learning in schools.
- Break pre-existing barriers to education by encouraging new ways of learning on the internet.
- Encourage creativity of students by availing software that can help them improve their skills.

Project Description

The project is scheduled to take ten weeks, by which time all the project activities and milestones will have been completed. Information is to be shared on email and other online platforms with the team for more accessible communication and understanding of the work at hand. Communication is of utmost importance for the success of the project. Effective communication is desirable between the project manager, the team members, and the project stakeholders, who are; the business' board of management, the school's administrators, and the supplying company's liaison. A preliminary work plan will be developed to ensure the project is budgeted for, scheduled, and controlled.

There has to be a proper flow of information between the mentioned parties and the project manager. This will be achieved through regular progress reports by the project manager about using resources and meeting deadlines in time. The information needs of the stakeholders are met by proper monitoring and controlling of communications. To monitor this project's goals and milestones, we will use a Gantt chart that details out the plan we have and the stages of rolling it out. We will also have a project charter as an essential reference tool throughout the length of the project. The Project Charter contains the entire project, from the overview and objectives to the risk management plans and evaluation methods.

Project Activities and Milestones

The implementation of this project will take 10 weeks. These are the milestones that will be covered:

MILESTONE	ACTIVITY	TIME
Research Stage	Find best manufacturing company	7 days
	Negotiate a good deal for the laptops	5 days

Funding	Obtain funding from the business administrators to procure the laptops	10 days
Acquisition of laptops	Fly the laptops into the country	2 days
	Pay for customs	4 days
	Transport them to business premises	4 days
Testing and Installation	Transport laptops to school premises	5 days
	Get technicians to install the hardware and software	10 days
	Test the laptops to ensure they are operational	9 days
Payment	Get paid by the school	7 days
Preparation of performance report	Prepare performance reports for all the stakeholders	7 days

Budget Plan

ITEM	COST (USD)
Laptops	\$ 4000
Transport	\$ 1000
Labor	\$ 3000
Software	\$ 500
Team Motivation	\$ 800
Customs	\$ 400
TOTAL	\$ 9700

Project Concerns

The team will be divided to perform tasks according to the urgency and importance of each task. The resources required for the project are to be apportioned in order of importance; for instance, taxes take preference over team motivation. Progress reports will help to monitor the project in each stage. The progress reports written by the project manager are to give a clear indication of the state of the project and resources at any given moment. Current project records are maintained in a Project Charter. This document contains all the facts and details of a project, which is the project manager's responsibility to compile. This can be improved by taking accurate data and information about the project and recording the correct findings and outcomes. The project undergoes review after completion. This process of project finalization can be done by confirming project completion, reviewing all project documentation, releasing resources, and keeping all relevant documents archived.

Conclusion

The goal of this project can be met with minimal mistakes done. This requires the full attention and commitment of the entire team. This calls for mutual understanding between the project manager and his team members. A project's success depends on several factors such as effective communication, monitoring, and conflict resolution. These skills are indispensable in project management and go a long way to ensure a project's success.

References

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- Radujković, Mladen, and Mariela Sjekavica. "Project management success factors." *Procedia engineering* 196 (2017): 607-615.
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