



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

Thursday

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Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 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 line spacing 1.5
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: Eng. Amaal Aburumman

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 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. سيتمكنون هذا التقرير من ثلاث إلى ست صفحات .

يجب أن يعالج تقريرك كل من 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 ميزانية 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..

ESU coffee shop

Introduction:

The method of directing a team's work to accomplish targets and meet performance expectations within a fixed time period is known as project management. The main task in project management is to meet all of the project's objectives while staying under the constraints. Typically, this data is presented in project documents, and is generated at the start of the implementation process. The primary constraints are scope, time, and budget. The second task is to refine the distribution of necessary inputs and use them to achieve pre-determined goals.

The aim of project management is to deliver a completed product that satisfies the client's specifications. In certain cases, project management's goal is to could or reform the client is brief in order to effectively address the client's goals. Once the client's goals are established, they can guide all decisions taken by those participating with the project, such as project managers, planners, contractors, and subcontractors. Decision-making is hindered by ill-defined or excessively strict project management priorities.

A project is a short-term undertaking with a fixed beginning and end (typically time-constrained and sometimes constrained by financing or staffing) that is pursued to accomplish particular aims and objectives, usually to bring about beneficial improvement or added benefit. Projects differ from business as normal (or operations) in that they are repeatable, permanent, or semi-permanent operating processes that deliver goods or services. In reality, handling such diverse manufacturing processes necessitates the acquisition of disparate technological expertise and management techniques.

Literature review:

- **Project Management definition:**

"Project Management as knowledge field is both an art and a science" (Bredillet, 2004 a&b)"

Project management, according to PMI (2000), entails the application of experience, expertise, resources, and strategies to project tasks in order to fulfil or exceed stakeholder needs and standards. It is the practice of directing and organizing human and material capital during the life cycle of a project in order to fulfil project goals while remaining under budgetary constraints.

According to Lock (2003), a massive industrial plant entails a number of distinct tasks that must all work against the same end goal. From the start of the project to the completion and installation of the plant, the management process must function seamlessly based on coordination and engagement in order to fulfil the client's obligations. In order to accomplish this objective, an organization must have a high degree of capability and experience in organizing and optimizing multiple project operations, as well as sophisticated management tools and methodologies to control time, expense pressures, and fulfil the demanding requirements of increasing performance.

Project management is a specialist division of management that has developed to organize and control some of industrial industry's most complex operations. The changing market world of the twenty-first

century has broadened the scope of practices that fall under the purview of project management approaches and project management methods. Projects are open systems because they operate in an open world and must react to continuously evolving complexities of circumstances, necessitating them to become even more adaptable than ever before.

Project management, according to Seymour et al. (1992), is a key technique in many enterprises' transitions from a predictable, machine-like paradigm to a more complex one in the face of environmental instability and transformation. Project managers have the daunting job of encouraging resilience, adaptability, and recognition of transition as a permanent condition, as well as providing guidance for team members to help them cope with a challenging and disorienting process.

Project management, according to Kerzner (2003), is the arranging, coordinating, managing, and regulating of organization capital for a comparatively short-term target that has been developed to achieve particular targets and objectives. The application of experience, expertise, methods, and strategies to project tasks in order to fulfil project specifications is known as project management. The following methods are used in project management: organizing, preparing, implementing, managing, and closing. Project management is a concept that is often used to refer to an organizational approach to conducting ongoing activities, often known as administration by projects. Similarly, certain facets of continuing programmers are viewed as tasks such that project management techniques can be applied to them effectively.

- **Project Management Tools**

A good project manager considers three factors: time, expense, and efficiency. Projects are considered effective when they are finished on schedule, on budget, and according to specifications. There is a large toolkit of methods, methodologies, and resources needed to get the many elements of a large project under management. These strategies give you the tools you need to manage the various aspects of a project, such as organizing and preparation, product development, financial and capital resource management, and progress reporting. However, a project's progress is often contingent on the project manager's and team members' skills.

- a) **Work Breakdown Structure (WBS)**

This method is used for project preparation and scheduling. Essentially, it is a practical collapse of the project's activities. The project's overall work is divided into major subtasks. It begins with the desired end goal and gradually subdivides it into achievable components based on size and complexity: program, mission, framework, subsystem, components, functions, subtasks, and job items.

- b) **Gantt charts**

These charts, produced by Harry Gantt in 1916, include a timeline for each operation. They are used to prepare, schedule, and track progress toward these plans.

- c) **PERT/CPM (Critical Path Method)**

Both approaches directly show precedence relationships. Despite the fact that the two techniques were created separately in the 1950s, they are eerily identical. PERT and CPM also use a visual representation of a project known as a "Project Network" or "CPM diagram," which is used to illustrate graphically the

interrelationships of the components of a project as well as the order in which the tasks must be conducted.

Methodology:

This research follows the descriptive approach. We concern study project management, through collecting data from previous studies and literature. We will give further application on PM tools applied on virtual project in the discussion.

Discussion and Results:

Summary of project:

Project name: ESU coffee shop

Project start date: November 5, 2021

Project end date: December 10, 2021

Project goal: The goal of this project is preparations for opening the Japanese way

Project location: Riyadh, the Kingdom of Saudi Arabia

Project need: This coffee shop, Great Time to Meeting of Friends and Family, is designed for workers and professionals who come out of stress. Advice is also an "all-in-one" service consisting of books and games consisting of books and industrial models that will be attractive and pioneering.

Project description: Fits your favorite coffee shop where you want to try a new taste of high-quality coffee. The size of the cafe is approximately 100 square meters, with seating areas and tables, and can host up to 50 customers. The coffee shop will also provide, premium mail service and games

The main objectives of ESU Café:

- It ranks first in most websites and food forums.
- To be chosen as the "best coffee shop" in the Kingdom of Saudi Arabia.
- Realizing profits from the third month of operations.
- Maintain profit margins greater than 60% per week.

Stakeholders:

Several project stakeholders participate in the project, including internal and external stakeholders. The internal stakeholders are those who manage the day-to-day operations within the company while the external stakeholders do not operate within the company but play an important role for the company. A detailed stakeholder record and is included in the Appendix 1

Project Work Breakdown Structure

Work Breakdown Structure (WBS) is "one of the key scope management tools used to subdivide the scope of work into manageable work packages that can be estimated, planned, assigned and controlled" (Burke, 2006, 95). A detailed WBS for Project is attached in Appendix 2.

Time management

To successfully complete the project, completing all tasks and activities within the specified project length is critical. Otherwise, it will lead to more costs associated with the long time to complete the project. Estimated schedule for this project is 1 month and 5 days. The Gant chart displays the detailed time for each task or activity in Appendix 3.

Managing human resources for the project

Human resource management plays a vital role in achieving success in any business. Hence, it is extremely important to clearly define roles and responsibilities among employees by creating an HR plan. (Appendix 4)

Cost Management

The estimated initial funds for the project is about SAR 200,000. The cash flow statement attached in Appendix 5 illustrates a breakdown of costs.

Project Communication Management

A documentation on communication management plan (Appendix 6) describes how often communication should occur and under what form.

Monitoring and control

To ensure that the project meets its objectives and standards as changes may occur during the life of the project, the project manager will monitor and control the project. Activities for this phase include gathering, measuring and disseminating performance information

Close the project

ESU Café will be closed on December 10, 2021. After the project closes, the project manager will make a final report on the types of work carried out and their results. A customer cafe will open on December 11, 2021.

Summary and Recommendations

The main purpose of the project is to create a place with a unique blend of Japanese-style drinks where customers can experience a new taste of Eastern culture, as well as spend quality time with friends or family or enjoy time alone. Recommendations for these projects are as follows:

- Converting the coffee shop into a local meeting destination
- Focusing on prompt service to meet customer expectations
- Keep expanding the list to get more unique products to attract more customers

References:

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- Zulch, B. (2014). Leadership communication in project management. Procedia-Social and Behavioral Sciences, 119, 172-181.
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- Seymour, D.E., Hoare, D.J., & Itau, L. (1992). Project Management Leadership Styles: Problems of resolving the continuity-change dilemma, 11th INTERNET World Congress on Project Management, Florence: Italy.

APPENDIX 1: Stakeholders

Position	Project Role	Internal/External
Project manager	Project supervisor	Internal
Financial officer	Team member	Internal
Remodeling supervisor	Team member	Internal
Risk analyst	Team member	Internal
Shop owner	owner	Internal
Customers	Local community	External
Staff	Team member	Internal
Contractor	Outsourced job	External
Supplier of raw materials	Outsourced job	External

APPENDIX 2: WBS

Initiating stage	Planning Stage	Executing Stage	Monitoring and Controlling	Closing the project
- Identify stakeholders - Prepare Business Case - Prepare Project Charter - Prepare scope statement	- Project integration management - Project scope management - Project time management - Project cost management - Project quality management - Project human resource management - Communication management plans - Project risk management - Project procurement management	- Project design acceptance - Budget acceptance - Compare contractors and suppliers - Contracts drawn up with contractors - Order materials - Receive materials - Remodeling works begin - External risk assessment	Project status document	- Final project result - Final Project document

APPENDIX 3: time management

	Start date	Duration (days)
Project initiating and planning	11/5/21	3
Stakeholder meeting	11/8/21	1
Budget acceptance	11/9/21	1
Project design accepted	11/10/21	1
Contractors selection	11/11/21	1
Ordering materials	11/14/21	3
Materials delivery	11/15/21	1
Refurbishment works	11/15/21	17
Machinery delivery	12/2/21	2
Furniture delivery	12/3/21	3
Monitoring and controlling	11/5/21	35
External risk assessment completed	12/5/21	4
Project report completed	12/8/21	1
Closing the project	12/9/21	1

APPENDIX 4: HP plan (responsibilities among employees)

Task	Project manager	Financial manager	Remodeling supervisor	Risk analyst	Shop owner	Contractors	Suppliers
Needs assessment	A	R	I	I	I		
Research local community	A	R					
Produce project charter	A,R	C	C	C	C		
Analyze various contractors and suppliers	A	C	R	C	I		
Contract development	A	R	C	C	I		
Order materials	I	I	C	A			R
Produce cost reports	I		A,R				
Time Schedule	A	I		R		C	
Remodeling works	I			A		R	
Risk assess project	A				I	I	
Stakeholder communication	A	R					
Final project report	A,R	C	C	C	C		

A=Accountable R=Responsible C=Consulted I=Informed

APPENDIX 5: cost management

The project will maintain a healthy cash flow position, sufficiently for repaying any debts and funding for future development. Assuming that initially the cash balance is SAR 50,000

	Year 1	Year 2	Year 3
Cash received from sales	180,000	260,000	400,000
Operating cash flow	180,000	260,000	400,000
Cash spending	50,000	90,000	130,000
Bills payment	64,000	83,000	95,000
Net cash flow	66,000	87,000	175,000
Cash balance	116,000	203,000	378,000

APPENDIX 6: communication plan

Stakeholders	Communications Name	Delivery Method/Format	Due Date/Frequency
Shop owner	Weekly Status Report	Hard copy and short meeting	Fridays at 4p.m
Project Team	Weekly status report	Short meeting	Fridays at 9a.m
Contractor	Daily status report	Verbal Communication	Every day by 5.30pm
Suppliers	Status report	Email	According to order placement
Local Community	Monthly status report	Short Notice on website	5 th December

Guidelines

- Simple, easy communication should be used to avoid misunderstanding
- Templates should be used to produce reports

Escalation procedures to solve problems: Problems should be solved at the lowest level of management. If this is not possible, the project manager should be informed immediately of the problem arising.