



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

b

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 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..

As a project Manager, I've sent an email to all managers in the center to attend a meeting to set up our plan. The meeting outcomes was to implement new website. I assigned all departments to send an email of their needed positions and skills required to IT department to work on the website. Once the website finished IT will send an email to HR department to make an announcement about new website via social media accounts. The website will be known to the public. The website will automatically filter all resumes and will send all passes CVs to HR manager. HR manager will conform interview date with concern department manager. Then HR coordinator will send an email to all passes candidates with interview date. All passed candidates will be on training program. Report of their performance will be sent to HR and the one who passed the training program will sign permanent contract.