



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Mohammed Alqahtani.....	اسم الطالب
Students I.D	2021200811.....	الرقم الجامعي

Section

Master

Date

Thursday
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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..

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

Answer:

As a project manager I will follow the principles of project management in the recruitment of new staff in the local mail distribution center.

I will follow a project life cycle in below phases:

Scoping:

During this 1st phase:

- Identifying the boundaries of the project
- I will identify the need and objective of the project.
- Determine stakeholder

Planning

It is the second most important phase of project. In this step, identifying the tasks required to complete the project. Work such as:

- Scope of project (to hire new employees)
- Schedule development (Through Gantt chart, PERT etc.)
- Identify selection process
- Identify and control communication methodology

Estimating:

Identifying the resources required to complete the project.

- Resources (time and people)
- Budget (Estimation of Overall Cost)

Scheduling:

Developing the plan to complete the project in three months within the budget

Organizing:

Identify each task for the team members and make sure members understand their roles and responsibilities (communication, interview, selection ...etc.).

Directing:

Coordinating the project.

Controlling:

During this phase I will monitor the project progress and identify any potential issue.

Closing:

Assessing success of the project by confirming that project is completed on schedule, within resources and budget to recruit new employees.