



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section	Course	Code	Date
		Thursday	
		Master	18 / 03 / 2021.

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس ٢٠٢١-٠٥-٨ في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الإنجليزية.
- 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 ١٢.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر ١,٥ 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:

١. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
٢. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
٣. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
٤. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
٥. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
٦. إنشاء موازنة وربط التكاليف بالمعالم الرئيسية للمشروع.
٧. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
٨. صف بإيجاز كيف سيتم رصد التقدم.
٩. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
١٠. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
١١. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

1. Introduction:

I work in Haram Expansion Program as member of the program management core team for the construction supervision consultant. The program consists of three projects, Third Saudi Expansion for Haram Project, Mataf Expansion Project, and First Ring Road in Makkah Project. The key stakeholders of this program are The Project Owner, the Contractor, and My organization as a supervision consultant. My role is to support the program director in managing those projects in all aspects from consultant point of view. My research will be about point No. 9 (How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved).

As we are working in large scale projects where we have a big flood of data, the project records are vital component. We have different types of records such as Contract documents and its addendum (conditions of contract, change orders, etc.), Engineering deliverables records (design drawing, shop-drawings, material submittal, etc.), Quality forms records (Work inspection, material inspection, system tests, etc.), and Correspondences (Letters, e-mails, etc.)

1.1 How are current projects records maintained?

We have established a document control unit to maintain the records and control its distributions between the concerned parties. Also, we have established a web base portal to store and access the records, where each department should upload and store its documents in this web server. The authorized persons can reach and access those documents directly which make it easy and fast way to reach any certain documents.

1.2 How has the responsibility for this?

As a project, the contractor is the responsible party to maintain the project records. However, each entity in the project should have responsible team to maintain the project records from their side. In Our organization, the document control unit has the responsibility to maintain the records, with strict follow up from the quality department to ensure the process performed well.

1.3 Some Recommendations on how this process could be improved?

We used to face problem in distributing the documents to the concerned person. The process take long time which cause a delay in responding to the documents. The document controller used to wait the direction of the project manager to decide the action for each document. Therefore, we raise the awareness of the document controller about different subjects in the project and give him a pre-distribution list for each topics and we gave him the authority to distribute and act accordingly with the support of the project coordinators, except for the critical documents.

2. Literature Review:

In this research, I searched for the best common practice and guidelines regarding the project records to see where our processed stand against that.

Most of the Project Management books such as “A Guide to the Project Management Body of Knowledge, PMBOK GUIDE”, do not focus in the project records process, they do highlight about the different type of records and how to update them, but with no clear process in how the records should be maintained and controlled.

In Saudi Arabia, The National Project Management office (NPMO) which also called “Mashroat” had published a great guidelines in the project management to be used by the government and semi-government entities called “White book”, one of its volume “Volume 14” is dedicated to explain the document Management Process.

Other good reference in this regards, is the guidelines published by Engineers and Geoscientists British Columbia “Retention of Project Documentation”.

3. Methodology:

In order to establish a well documents management process, we need to decide the following points:

- Type of records need to be maintained.
- Roles and responsibilities of the project team for each records.
- Form of keeping records, hardcopy- softcopy- special format.
- Retention Period.
- Effective way to store and retrieve the records.

The “White Book” explain in details all the process need to be followed for effective document management, it's include even a template forms to be used by the document management department. This guidelines could be a great reference to a PMO, where different entities may benefit from this guidelines by considering the main important points and tailor those process as per their needs.

The “Retention of Project Documentation” guidelines outlines the main points and define the elements of project retention process. But without giving any details in how to handle those process. It's a good reference to understand the process and the objective of it.

4. Results and Discussion.

In order to evaluate our current process of maintaining the project records followed in our projects, the process listed in Mashroat's white Book will be compared.

The white book defined 11 elements for the process as following:

1. Enterprise Content Management Department.

The guideline suggest to use a system to capture, manage, store, preserve, and deliver content and document (Aconex, assai, or Bluecieloetc.). The system should include the following function:

- Auto Numbering.
- Version Control.
- Ability to Capture Metadata.
- Advance Search Features.
- Workflow Capabilities.
- Transmittals Generation.
- User Access Control Settings.
- Security Level Control Options.
- Electronic Review Markup.
- Reporting Features.

For our projects, we had successfully developed our own system which has all the features mentioned above. Moreover, since this system developed by our organization, it's more secure and provide high privacy for our project data.

2. Correspondence Management.

The guideline identified different type of correspondences such as (Letter, Email, Fax, and Memorandum). Also they identified the main points to be considered in dealing with those correspondences as following:

- Prepared in Templates.
- To be addressed to the appropriate contact.
- Use unique reference number and issue date.
- Use a clear subject.
- To be authorized.

All the above is implemented in our organization.

3. Document Management.

In this points, the guideline described some roles to be followed such as converting the files to PDF format to facilitate its content easily. This procedures tailored in our organization as needed.

4. Confidential Records.

The guideline highlight about the needs to keep the confidential data protected. This applied in our organization too where the confidential data marked in the top as confidential and to be shared with limited people.

5. Numbering system and Formatting.

Each document type shall have a unique numbering system to ease storing and retrieving the data. This applied in our organization as per our classification.

6. Document "Electronic File Names".

The Guideline suggests to have the file renamed to capture the complete document number and revision. This is applied in our organization with some tailor to suit our document control unit requirement.

7. Document Review and Approval.

The process showed in the guideline depends in the organization procedures, therefore, our organization has different flowchart based on the project requirement.

8. Revision Code and Documents Lifecycle.

This to emphasize the need to recognize the revision of the document which part of the numbering system mentioned in part No.5. Which also applied in our organization.

9. Issuing and Receiving of Documents.

The guidelines suggest a procedures for the issuing and receiving the documents using transmittal through the document system. This is also applied in our organization using our own system.

10. Storage of Electronics and Hardcopy Documents.

The guideline identifies three types of storage (Hardcopy, content management system, and electronic file system) all types shall control the access to the confidential documents.

This is Also implemented in our organization, however, one of the problem that still not well defined is how long shall the data be stored.

11. Project Distribution Matrix.

The guideline suggest to use distribution matrix to enable smooth and efficient distribution of data for information, review, and approval. To avoid the delay in responding to stakeholders.

This applied in our organization which also had been enhanced lately as mentioned in the introduction of this research.

References:

- Mashroat (2019), *Mashroat Projects White Book-Volume 14* (Rev 2), Saudi Arabia
- Engineers & Geoscientists (2018), *Retention of Project Documentation* (Version 1.3), British.