



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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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 الانجليزية.
- ☐ 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..

Communication is an essential process in our day to day life , communications is exchanging information from point of the project to another point , as I am project manager I have to plan , manage and control communications with the team members in distribution center by :

First I have to plan communication management by decide which information needed ,and number of these communication depend on the need by using the latest communication technology , then manage the communications , monitor the communication between the team

Communication process needs to be efficient and effective

Also we need to avoid obstacles in communication, political, cultural and Linguistic.

When i can't deliver enough information, employees can't deliver as expected to them, Also most employee feel disconnected from their jobs when they are not on the same page with the manager, client or the team.

Output will be like below

Communication type	Objective	Medium	Frequency	Audience	owner
Weekly meeting with team	Follow up	Face to face Video call	weekly	Distribution center team	Project Manager
Monthly report	Report to high Management	E mail	Monthly	High management	Project Manger