



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

- First, define the purpose and approach based on the project scope and objective. (what)
- Second, conduct awareness sessions to stakeholders and who may concern, e.g. impacted units/ employees, for better and faster communication.
- Then, create stakeholder analysis to assign the right roles and responsibility to the project team member and each will be expected to provide the proper communication on time. (Who)
- Along with that, map the schedule and the frequency with all actions and deliverables for accurate reporting. (when)
- During all of that, measure and report the performance as monitoring and controlling to meet the deadlines. Moreover, keep generating and gathering information to formalize the project completion. Also, in a weekly basis, circulate the status report of the project to all stakeholders including the sponsor via appropriate tool and method e.g., emails, meetings, etc. and since the timeline is tight, forcing mode is preferable in case of conflicts.