



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

Thursday

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Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- 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 12.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر line spacing 1.5
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: Eng. Amaal Aburumman

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 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. سيتمكنون هذا التقرير من ثلاث إلى ست صفحات .

يجب أن يعالج تقريرك كل من القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء ميزانية وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Business Selection: Producing Cooking Oil

Business administering

Business can be very fruitful if its outcomes are positive however they can also turn out against our fortune. In order to make a business work, the administration is very important and vital for the business to run. Therefore, it is very important to have a business administering team to handle all the complications and settlements that may take place when setting up a business. The purpose of this business is to make most of the use of oil that is available naturally available land and it can also be obtained from different plants. The business will not be restricted to a certain edible oil but different oil for different purposes will also be shown. As oil is the need of basic household therefore it is very useful and helpful in all the aspects as we can see.

When starting up a business it is really not an easy task to do. It requires a huge teamwork to make it happen possible. In this job to start-up, the administrative team will be given a co plate outlook on how to work on the business and in what aspects should be work more in order to make the business flourish . Different strategies will be kept in order to make the work more static and more convenient. Some points are as follows:

➤ **Planning**

First comes the main part of planning, a proper plan will be carried out and discussed within the members of the team that in which area the business should take place, how many employees should be hired, what formula should be applied to make the business work . This main part my take about 1 and a half year to its completion.

The planning also includes the areas where the labour will be working in order to extract the oil and make the extraction smooth without any u known intervention. All the process of costing, pricing and savings will be a part of this process.

➤ **Controlling**

In this part, after all the plan will be set with respect to the cooking oil company, the part of controlling and maintaining the plan will take place. Cresting a plan is mostly very easy, but to make the plan consistent and to implement on the selected

areas is very difficult. Therefore, we would be controlling our selected areas where our products will be supplied and within the business how much of more control is required over the labour will also be supervised. Team work is very Important in the business no matter what is the nature of the business.

➤ **Staffing**

Another main job of being an administrator is to recruit the people. Recruiting the staff is hell of a difficult job to perform. Therefore, proper interviews session first should be conducted related to the designated job then a written test should be taken to know the gains of the employee. In the process of staffing there should be adequate steps taken to keep a proper control between the staff which means that there should be a strong communication among the employees. This process may take about 2 3 months to make up a team. Making them understand the rules and regulations is a different task to perform. They are able to put forward their demands and reciprocate with one another more healthily.

➤ **Leading the business operations**

After fulfilling the main steps for the commencement of the business, being an administrator and keeping in view the administering capabilities, my next job will be to lead and guide the directors of my business with respect to the market need. It will be my job to inform my business directors that what is new going own trend with respect to our business and in what steps can we adopt those steps. I can help them in such a way by providing them ideas that how the flaws can be fulfilled and which market should be our main motive to achieving all this process.

➤ **Fulfilling the financial goals**

The possible way to make the business work is only by keeping a static value in its finances. The financial area of the business is very important. We should keep a check that hoe much has been invested in keeping the oil business in what steps what financial drainage has taken place an show can we cover up our financial crisis in this situation is very important. In this business there are minimum chances of not getting a good deal. Keeping in view the statistics we should keep and clean

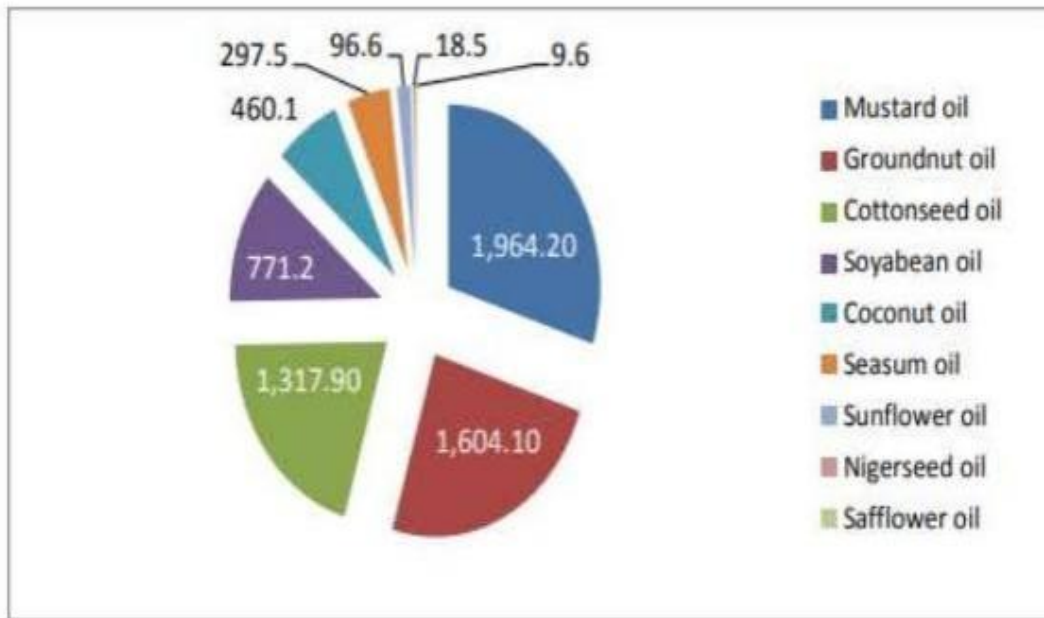
cut idea that how should sell out products and what pricing the products should be sold so that we are able to keep yourself upright in the market. Without fearing any loss. Therefore, it is the main duty of the administering team to keep a check on the on going financial situation of the company.

➤ **Record keeping**

As talked above about the finances and a strong check on the employees, the record keeping should be done with more efficient and a trustworthy employee should be hired for this aspect. Records of further aspects should be kept:-

- ✓ Costing
- ✓ Sale
- ✓ Loss
- ✓ Employee salary
- ✓ Employee input
- ✓ Feedback

These are the few main elements for which there should be a strong record kept. These aspect play a very important role in binding the things.



Production of the product

An administration style alludes to a pioneer's trademark practices while coordinating, propelling, directing, and overseeing gatherings of individuals. Incredible pioneers can motivate political developments and social change. They can likewise spur others to perform, make, and enhance.

As you begin to think about a portion of individuals who you consider as incredible pioneers, you can promptly see that there are regularly immense contrasts in how every individual leads. Luckily, scientists have created various speculations and structures that permit us to all the more likely recognize and comprehend these distinctive authority styles.

What Are Leadership Styles?

Administration styles are groupings of how an individual acts while driving a gathering. Lewyn's administration styles are dictator (absolutist), participative (popularity based), and delegative (free enterprise)

Lewin's Leadership Styles

In 1939, a gathering of scientists drove by analyst Kurt Lewin set off to distinguish various styles of leadership.¹ While further examination has recognized more particular kinds of administration, this early investigation was persuasive and set up three significant initiative styles that have given a springboard to more characterized authority speculations.

In Lewin's examination, schoolchildren were doled out to one of three gatherings with a tyrant, majority rule, or free enterprise pioneer. The youngsters were then driven in an expressions and specialties project while scientists noticed the conduct of kids in light of the various styles of initiative. The analysts discovered that vote based administration would in general be the best at motivating adherents to perform well.

Dictator Leadership (Autocratic)

Dictator pioneers, otherwise called imperious pioneers, give clear assumptions to what should be done, when it ought to be done, and how it ought to be finished. This style of initiative is unequivocally centered around both order by the pioneer and control of the devotees. There is likewise a reasonable division between the pioneer and the individuals. Dictator pioneers settle on choices freely, with next to zero contribution from the remainder of the gathering.

Specialists found that dynamic was less imaginative under dictator leadership.¹ Lewin likewise inferred that it is more diligently to move from a tyrant style to a majority rule style than the other way around. Maltreatment of this strategy is normally seen as controlling, bossy, and authoritarian.

Tyrant authority is best applied to circumstances where there is brief period for cooperative choice making or where the pioneer is the most learned individual from the gathering. The dictatorial methodology can be a decent one when the circumstance calls for quick choices and conclusive activities.

Evaluation

After keeping in view all the products and actions, at last comes the point of evaluating your work and your business to understand either has it increased its bar or has the same position. For me, personally, the method of evaluating the success of the business is by comparing the sales and cost of the product. This point is very valuable to understand the reach and sale of your business items. Then for me comes the feedback of our loved costumers who buy our products and use them in their daily lives by blindly believing in our production. For me, these two aspect share enough to determines how far the business can go.

References

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Böcker, F. (1987). Is case teaching more effective than lecture teaching in business administration? An exploratory analysis. *Interfaces*, 17(5), 64-71.