



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..**

## 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

### **1- Plan Project Communication:**

Develop my communication plan in conjunction with my project team, not by myself. Focus my plan on the communication needs of the stakeholders and the plan should be shared with the team and I need to make sure that my team understand the plan. So, that our client gets consistent, meaningful information relayed to them throughout the project.

My simple communication plan should capture the following elements:

- With whom we will communicate.
- What will be communicated (e.g., status report on project).
- When we will communicate (e.g., monthly).
- How we will communicate.
- Format for our communications (e.g., presentation at the meeting).

### **2- Manage Project Communication:**

Managing communication will involve collecting, creating, distributing, storing, retrieving, and managing project information. I have to make sure that the right information is sent to the right stockholders, at the right time, using the right channel of communication as the project plan and I have to make sure that the information are received and understood by the receiver. Managing project communication is important factor to meet the stockholder's expectations.

### **3- Monitor Project Communication:**

I need to control the flow of the communication and the information shared in the communication. I need to ensure that the information required is being met. Also, I need to track whether the communication activities had a desired effect by collecting lesson learned, observation of the team and reviewing issue log data.