



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

Thursday

18 / 02 / 2021.

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 الإنجليزية.
- ☐ يرجى ضرورة التحويل إلى صيغة pdf بعد الانتهاء من الواجب ورفعته على المودل.

Instructor's Name:

Eng. Amaal Aburumman

I as a project manager, I will identify the tasks required to complete the project, the purpose is to be hiring, and ensure that the best people for the job are chosen. I will Identify project start and end date, Write the job requirement, how to advertise for the job, sort candidate, how to make interview, and finally give orientation for the new employees.

Write the job requirement and:

1-qualification 2-experience 3-skills 4- Eligibility Criteria 5-knowledge of job

Ensure that our job description and position requirements has all that our company needs and it is good quality and clear.

I as a project manager, I will pick up my project team from the company. I inform the team their roles and responsibilities. make sure members understand their roles and responsibilities during the process of choosing candidate for job

Team member 1 : Responsible for data entry and advertisement.

Team member 2 : Communicate with candidates and organize interviews.

Make time line for the project :

Form submission to advertising	↔	1-2 weeks
Advertise	↔	1-2 weeks
Applications send	↔	1 day
First select of candidates	↔	1-2 weeks
Letter to candidates and inviting for interview	↔	1 week
Selection process	↔	1-2 weeks
Letter to unsuccessful candidates	↔	1 weeks
Candidate acceptance of offer	↔	1 weeks
total		11 weeks
Total time		12 weeks

Follow the time line. During the process I will keep monitoring and communicating with the team make meeting and check the performing of quality assurance. Also review the project documents updates.

Finally, after selected candidates give them the duties and inform candidates about the organization and work. So, they can understand their roles and responsibilities.