



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

Thursday

18 / 03 / 2021.

Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس ٢٠-٠٥-٢٠٢١ في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.pdf يتم تسليم المشروع في صيغة ملف .
- طريقة البحث Literature Review، دراسات علمية سابقة Introduction يجب مراعاة أقسام البحث الرئيسية (مقدمة . وان كان هناك ملحقات References ، وأخيراً المراجع Results and Discussion، النتائج والمناقشة Methodology Appendices (يتم إضافتها)
- موحد كما يلي: Theme: يجب الالتزام بـ
- حجم الخط ١٢.
- نوع الخط Arial.
- لون الخط أسود.
- line spacing 1.5 المسافة بين الأسطر
- 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. سيكون 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

LABORATORY ESTABLISHMENT

1. INTRODUCTION

Testing laboratories allow the precise effects of independent variables on dependent variables to be measured, utilized by all manner of businesses to provide objective analytical data on the quality of a product, the services provided by testing laboratories are often of great usefulness to businesses in a wide range of industry sectors.

Our organization is a Gas Factory, which requires a testing laboratory to test our gases production purity and component. For example, when you produce medical oxygen, you will have to analyze the gas to check the purity percentage and impurities as well. Testing laboratory will help the organization to sell the gas for hospitals. There are some regulations and obligation from Saudi food & Drug Authority (SFDA) to produce some gases.

The nature of project scope depending on the project itself. This project is an important step, and the advantages is about credibility and accuracy to the organization. Also, it potentially can be developed over time like, adding new instruments or new testing analyzers.

I was assigned as laboratory officer, and project manager to achieve what the board decided and approved on the projects charter. There are many criteria to consider when establishing testing laboratory, the scope and objective first define in the project launch meeting so as the major risks, and what is need. Currently the project is at planning phase.

Identifying the purpose, scope and objectives of the project explains what is included and what is not included. Planning is the key to success. if the plan fails, we plan to fail. we must use considerable care at this stage, hard work leads to successful completion of the project. The goal of project effective planning is to deliver the project objective within time and budget.

2.LITERATURE REVIWE

Several studies presented the importance of identifying the projects correctly and the effectiveness of good planning that leads to success, managing project scope definition can enhance project outcomes, improve stakeholder's participation. Project charter is a formal document that describe the statement of scope, objectives and people who are participating in a project. It starts the process of defining the responsibilities and roles of those participants and outlines the objectives and goals of the project.

2.1. Managing Project scope definition to enhance project outcomes.

The research aims developing a procedure that should help a project management measure the completeness of project scope definition. Project scope definition is the process whereby a project is defined and prepared for execution. It helps to decide on whether to proceed with the project. An incomplete scope definition in early stages of a project's life cycle is a common source of difficulty in construction project development process. ⁽¹⁾

2.2. The Project Charter – Blueprint for Success

The research presented in detail what is the project charter and how to write it in right way. Project charter contains an overview of the project scope, what the objectives are and how it will be carried out, who are the stakeholders. There should be no ambiguity around what the outcome of the project will be. A project charter is your insurance policy to get management commitment, resources, and stakeholder buy-in to ensure success

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3.METHODOLOGY

In project management, a project charter, is a statement of the scope, objectives, and participants in a project. Project charter is a key element in planning a project as it is referred to throughout the project management process.

Project Charter					
Project Title	Laboratory establishment		Project Manager	Abrar Alarfaj	
Project start Date	24 April 2021	Project end Date	24 August 2021	Project Sponsor	Mr.Ibrahim

Business Need
The laboratory is for testing the purity of gases production that requires: Governmental Laboratory Regulations, Analysis instruments, and lab technicians' team. The laboratory requires; Laboratory Furniture, Wall painting, Safety Equipment; safety eye wash, sand bucket, fire extinguisher, fire prove doors, emergency door, emergency light. For Analysis: Analyzing instruments, portable analyzers, Computer, Files and samples Cabinet.

Project Scope	Deliverables
The laboratory would include testing the gases production by taking random samples from the daily production, issue certificate of analysis if it requested by clients.	Completed Laboratory with approved Analysis Services.
Risk and Issues	Assumptions/Dependencies
1-Project delay because of importing the furniture as well as the instrument. 2- Excess the budget regarding to the increasing of shipping cost caused by covid-19.	1- All the equipment is in good condition. 2- The supplier will deliver consumables on time. 3- Obtaining the required government permits

3- Laboratory regulation might take longer time than expected. 4- Instrument training might canceled regarding to flight cancelation. 5- Dangerous accident for technicians' team. 6-Property Accidents.	
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FINANCIAL
Budget to complete this project 150,000 Saudi Riyals.

MILESTONES SCHEDULE		
Milestones	Target Completion Date	Actual Data
Laboratory furniture and wall painting	24 June 2021	
Instrument arrivals	18 July 2021	

Project Team		Approval/ Review Committee	
Project Manager	Abrar Alarfaj	Sponsor	Mr. Ibrahim
Project Manager	Eng. Zaid	Business Division Head	Mr. Ali
Team Member	William	Business Unit Head	Dr. Abdulrahman
Team Member	Mohammed	Finance Manager	Mr. Ashraf

All data shown in this project charter are not real, as based on my organization policy it is not allowed to reveal or share any numbers or information without organization permeation.

4.RESULTS AND DISSCUTION

Using project charter clearly defines the goals of the project, the key players involved, and officially authorizes the project manager to commence work and utilize organization resources in the pursuit of project delivery, communicating its critical features to stakeholders, the project committee, and any other approving or overseeing personnel. A project charter serves the same basic function for every unique project an organization undertakes.

The research discusses the importance of identifying project goals, scope, and purpose. Several studies, reality experiences proved that the key to project success is a successful planning. The result of using the charter is aligning the project's objectives with organizational objectives.

Knowing how to do a project charter, and how to define the project scope, objective, and risks in effective launch meeting is the essential steps to start any project.

5. REFERENCES

1. Mohammed K. Fageha* , Ajibade A. Aibinu (2012), Managing Project Scope Definition to Improve Stakeholders' Participation and Enhance Project Outcome, 26th IPMA World Congress, Crete, Greece, 2012.
2. Chuck McKeever (January 2006), The Project Charter – Blueprint for Success, GCI, Inc. 11800 Sunrise Valley DR Reston, VA 20191, 2006.