



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section
Course
Master

(PMG506)

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Code
Thursday

Date
18 / 03 / 2021.

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة 9 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 Appendices ملحقات يتم إضافتها).
- . وان كان هناك ملحقات Theme موحد كما يلي:
- حجم الخط 12.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر 1.5 line spacing
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: ~~Eng. Amaal Aburumman~~ Eng. Dr. Akram M. S. Ali

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~~ **ONE** 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 **احد** 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 موازنة 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..

1- Introduction.

Considering the importance of communications at all times and with high transparency, I will describe the strategies that are going to be set up to maintain communication with the team members. So. The goal of my research is to know what the suitable strategies are to be used within the team to communicate with each other.

2- Literature Review.

Project managers spend most of their time communicating with team members and other project stakeholders, whether they are internal (at all organizational levels) or external to the organization. 81% of a manager's time in a typical workday is spent communicating. And in order to have successful communication, the channels need to be friendly used, and not complicated.

3- Methodology.

The tools used to satisfy the selected point "Describe the strategies that are going to be set up to maintain communication with the team members" is the Internet research and our study book.

4- Results and Discussion.

Effective communication creates a bridge between diverse stakeholders who may have different cultural and organizational backgrounds, different levels of expertise, and different perspectives and interests, which impact or have an influence upon the project execution or outcome.

Below are the main points that are required to have in order to get a successful communication:

a. Plan Communications Management.

The process of developing an appropriate approach and plan for project communications based on stakeholder's information needs and requirements, and available organizational assets.

b. Manage Communications.

The process of creating, collecting, distributing, storing, retrieving and the ultimate disposition of project information in accordance with the communications management plan.

c. Control Communications.

The process of monitoring and controlling communications throughout the entire project life cycle to ensure the information needs of the project stakeholders are met.

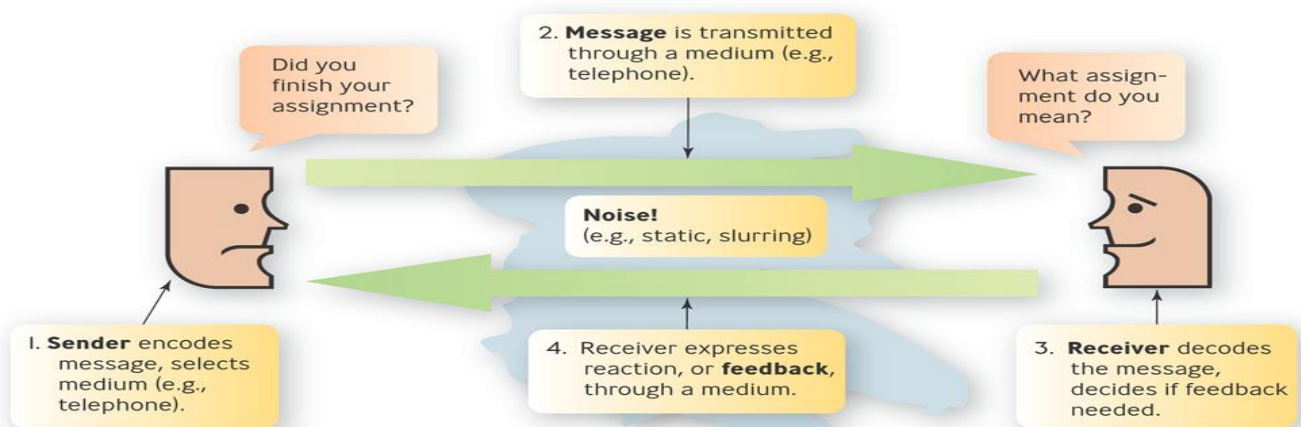
Project Communications Management Processes

- Communications planning: determining the information and communications needs of the stakeholders.
- Information distribution: making needed information available in a timely manner.
- Performance reporting: collecting and disseminating performance information.
- Administrative closure: generating, gathering, and disseminating information to formalize phase or project completion.

Getting the right information to the right people at the right time and in a useful format is just as important as developing the information in the first place.

Important considerations include the using technology to enhance information distribution and formal and informal methods for distributing information.

The Communication Process



To Improve the project communications, we must apply the following:

- Manage conflicts effectively.
- Develop better communication skills.
- Run effective meetings.
- Use templates for project communications.

Sending your internal messages through the right channels can help you get more out of conversations with your team.

If your company is made up of more than just yourself, you know that not a day goes by without internal communication. Businesses function because team members collaborate, managers assign tasks, and information and skills are shared. However, getting your business to run efficiently is a different story—one that requires you to choose the right communication channel for every message.

1. Face-to-face communication

The richest communication channel around, face-to-face meetings are often hailed as the most effective way for teams to interact. This is because it reduces any misconstrued messages by allowing for body language, facial expressions, and other nonverbal communication. It's also the best channel for lengthy conversations.

2. Video conferencing

The next most effective communication channel around, video conferencing retains your ability to read facial expressions while increasing flexibility. You can have a massive group on a video call from anywhere in the world, helping information flow quickly to anyone who needs it.

3. Phone calls

Phone calls are a great alternative when you need to communicate a sense of urgency and get answers quickly. Calls are a real-time, two-way communication channel that still lets you hear the tone of voice. Plus, as long as no visuals are needed to convey your message, this channel also allows for a lengthy discussion.

4. Emails

When you need a formal communication channel, but don't want to waste time with scheduling, email is often the best choice. This type of communication is a great way for you to send formal announcements in a structured manner, especially when sending messages down the chain of command.

5. Text messages

There are two risks when using text messages as a channel for internal communication. First, it can lead to employees being distracted with non-work related conversations. Second, business conversations can easily be sent to the wrong person—we've all heard the horror stories—which means secure messages should never be sent through this channel.

6. Online messaging platforms

Online messaging platforms that are specifically built to connect internal teams have risen in popularity in the past few years. This unique communication channel functions much like text messaging, as it provides real-time written conversation, but adds a level of professionalism to your informal communication. This is because these platforms are secure, and conversations can easily be limited to select individuals as needed. This channel also allows for more complexity than text.

7. Social media

Social media is a newer communication channel that businesses are just starting to employ for internal teams. While social media is typically known as a channel for connecting with people outside the workplace, Twitter, and WhatsApp Business present new opportunities for businesses to boost team communications.

5- References.

<https://www.podium.com/article/communication-channels/>