



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	Abdulrahman Abdullah Al-Habashi	اسم الطالب
Students I.D	2021202530	الرقم الجامعي

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

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

The goal in sight is to develop the processes required to ensure timely and appropriate, planning, collection, creation, distribution, storage, retrieval, management, control, monitoring, and the ultimate disposition of project information.

In this short essay, I will seek to shed light on a few important issues as part of the endeavor towards establishing (effective communication) for this project.

Given the task at hand concerns the communication amongst (team members) only, apart from other stakeholders, I will limit my explanation accordingly.

The starting point should be getting to know the members in more depth, through proper introduction. This entails making some time to recognize the following:

- Their backgrounds
- levels of expertise,
- perspectives and interests,

All of which would impact the project execution at a later stage.

The following focus areas will then be addressed as described below:

1. Planning communication,

Here, we will look into:

- a. the information needs of team members (what they do & don't know already, and what will they need to know throughout the project)
- b. the best channels of communications within the team
- c. the manners in which we will exchange feedbacks and acknowledge the receipt of information

2. Managing communication,

Here, we will strive to standardize the following as much as possible in accordance with the previously developed plan so as ***to ensure a smooth run of information***

throughout the PLC. Major (processes) here are:

- a. Distribution of Information, for which I would suggest defining a time limit for every single activity of info. circulation or cascade that shouldn't be

passed. ***This shall encourage the active interaction amongst team members and decrease unnecessary delays.***

- b. Performance Reporting: for which I would seek to simplify it through readily accessible templates for every project activity, stage, milestone and learned lessons. ***This would go along way in making the activity of reporting much convenient, less of a burden and more contributing to project success***
- c. Administrative closure: here, a way of formalizing a phase completion shall be designed ***to distinct it from routine day-to-day communication.***

3. Controlling communication,

And last but not least, a few control measures would be put in place ***as a means to formalizing communication and achieving the defined targets*** (an example was formally mentioned concerning defining time limits).