



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

Instructor's Name:

Eng. Amaal Aburumman

As a supervisor at the local mail and project manager for developing a new staff recruitment and selection process, In the next steps, I will show the methodology I will be used to implementing the communication Management with the team members to achieve project deliverables:

First, I will start developing an appropriate approach for a project communication plan based on stakeholder's information needs and requirements, and available organizational assets. The communications management plan contains:

- A description of a collection and filing structure for gathering and storing various types of information.
- A distribution structure describing what information goes to whom, when, and how.
- A format for communicating key project information.
- A project schedule for producing the information.
- Access methods for obtaining the information.
- A method for updating the communications management plans as the project progresses and develops.
- A stakeholder communications analysis.

After that, project information will be creating, collecting, distributing, storing, retrieving and implementing project information in accordance with the communications management plan.

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