



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

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Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة ٩ 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 . وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ 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

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.

Introduction:

In this project I am planning to implement Human Resource team. I am focusing on the basic HR needs which includes several departments: Operation Department, Payroll Department and Recruitment Department. Selecting the most important areas of HR give the needed priorities in order to build an HR team from scratch. When we have basic departments, we can assist the rest. I can plan this project by amazing tool which is WBS = Work Breakdown Structure. WBS tool in project management breaks down the project scope into more manageable pieces to make it easier to implement.

I will make sure that each step is well explained and clear so the responsible of the milestone can commit to timeline 100%. Also, follow up during and after the project to achieve the successful of the project. One of the strategies that are going to be set up to maintain communication with the team members is stay focused on objectives by key communication channels such as face to face meeting. face to face meeting give the chance to go over everything and dialogue about it. This gives great communication and camaraderie. Face to face meetings is beyond perfect tool for decision making and brainstorming.

You can find below the project milestones and activities:

Milestone	Responsible	Date
1- Knowing existing stage	Project Manager	20 April,2021
2- Analyzing the requirements	Project Manager	25 April,2021
3- Make the recruitment plan ready	Project Manager	2 May,2021
4- Taking approval for recruitment plan.	Project Manager and Top Management	9 May,2021
5- Implementing the recruitment process.	Project Manager and HR	23 May,2021
6- Processing high performance for HR department.	Project Manager and HR	6 June,2021 - operational.

HR Department Project

KPIs for each milestone is a must for monitor the main goals to be committed to the timeframe a long with effective follow up via conference call and daily meetings.

Creating a budget and linking the costs to the key milestones for a project:

ID	Tasks	Dur Time	Recourse	Total Hrs	OT Hrs	Total Cost
1	Knowing existing stage	5 Days	Project Manager	5x8 working hrs=40	0	0
2	Analyzing the requirements	7 Days	Project Manager	7x8=56	0	0
3	Make the recruitment plan ready	7 Days	Project Manager and HR	7x8=56	0	0
4	Taking approval for recruitment plan	14 Days	Project Manager and Top Management	14x8=112	0	0
5	Implementing the recruitment process	14 Days	Project Manager and HR	14x8=112	0	Cost for recruiting 3 officers with 10,000 SAR total salary= 3x10=30,000SAR as total cost

HR Department Project

6	Processing high performance for HR department.as final step(Project Closing)	14 Days	Project Manager and HR	14x8=112	0	0

Dividing tasks and resources among a project team using WBS tool:

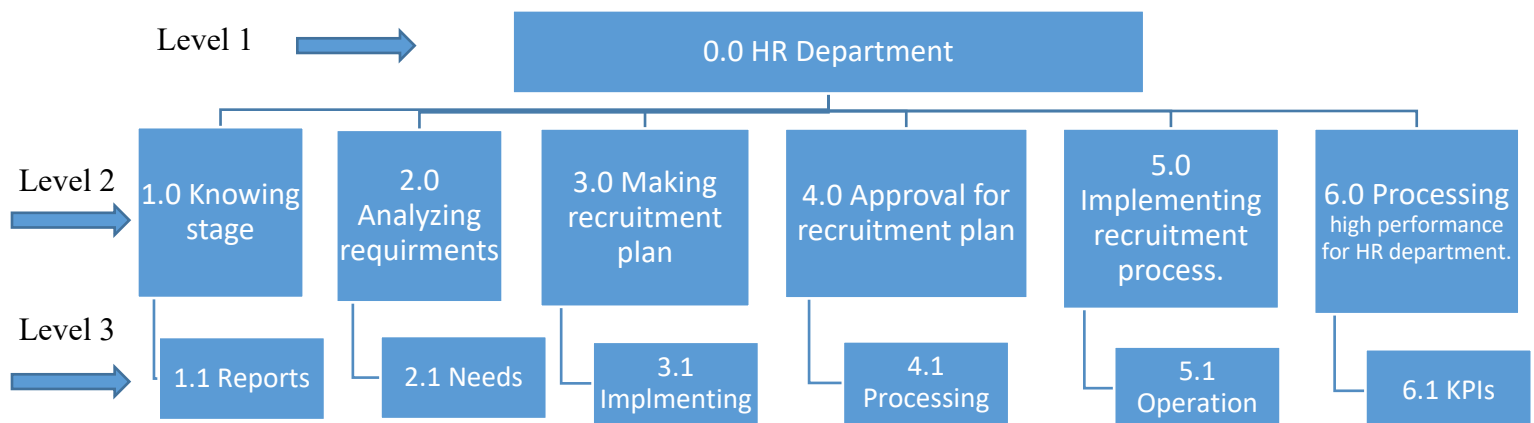


Figure 1 WBS for HR Department

I will monitor the progress by holding daily meetings for the responsible parties and putting KPIs for each milestone in order to have achievements for the project. I can maintain the current project records by submitting official weekly minutes of meeting. The responsibility for is the whole team. Also, important point to be mentioned is processing high performance for HR department by using promote daily, weekly and monthly follow up. Evaluating the success of the project by putting retention plan for

making the three new candidates stays loyal at least 5 years later. We have many legislations that might affect in the project including health and safety such as injuries, the anti-discrimination legislation can be solved by EMT bag.

Literature Review:

1.1 The writer Carl Larson, Frank M. J. LaFasto mention in Teamwork

What Must Go Right/What Can Go Wrong Book several secrets of successful teams, including why do some teams achieve remarkable success while others fail or are consigned to mediocrity by Interviewing a wide range of teams, including the space shuttle Challenger investigation team, executive management teams and a championship football team, Larson and LaFasto discovered a surprising consistency in the characteristics of effective teams. The eight properties of successful teams: a clear, elevating goal; a results-driven structure; competent team members; unified commitment; collaborative climate; standards of excellence; external support and recognition; and principled leadership. The priority of the steps that lead to the building of a high performance team. Also, making the concepts concrete, coupling solid theory with straightforward, practical advice on how to apply it and with lively, fascinating anecdotes. The volume will appeal to practitioners, scholars, and advanced students in the areas of organization studies and management, as well as interpersonal communication. The book attempts an ambitious goal in a small number of pages and succeeds quite well. Managers team members with a modest 'academic bent' who want guidance on how to make their teams work more effectively and who are willing to listen to the reasons why the authors make their suggestions and how they reach their conclusions.

1.2 The writer Peter Hawkins mention in Leadership Team Coaching, Developing Collective Transformational Leadership Book that organizations are most effective when the teams responsible for their success function to the best of their ability. When the relationships within the team work well and all members have a clear focus, the team is able to achieve goals more easily. Leadership Team Coaching is a roadmap for those who have the responsibility of developing a leadership team. It provides a thorough

explanation of the key elements of team coaching and is filled with practical tools and techniques to facilitate optimum performance across virtual teams, international teams, executive boards and other teams. With new international case studies throughout as well as a new chapter on systemic coaching, we can cover the five disciplines of team performance, how to select team members, how the relationship of the coach and the team develops through stages, how CEOs can foster effective teams with shared leadership, how to choose the best team coach and more to facilitate effective leadership teams.

1.3 The writer Jon Gordon mention in the Power of a Positive leadership Book, How and Why Positive Leaders Transform Teams and Organizations and Change the World. As a leader, you will face numerous obstacles, negativity, and tests. There will be times when it seems as if everything in the world is conspiring against you and your vision seems more like a fantasy than a reality. That's why positive leadership is essential! Positive leadership is not about fake positivity. It is the real stuff that makes great leaders great. The research is clear. Being a positive leader is not just a nice way to lead. It's the way to lead if you want to build a great culture, unite your organization in the face of adversity, develop a connected and committed team and achieve excellence and superior results. Since writing the mega best seller The Energy Bus, Jon Gordon has worked and consulted with leaders who have transformed their companies, organizations and schools, won national championships and are currently changing the world. He has also interviewed some of the greatest leaders of our time and researched many positive leaders throughout history and discovered their paths to success. Jon Gordon shares what he has learned and provides a comprehensive framework on positive leadership filled with proven principles, compelling stories, practical ideas and practices that will help anyone become a positive leader. There is a power associated with positive leadership and you can start benefiting yourself and your team with it today.

1.4 The writer James A. Autry mention in The Servant Leader Book, How to Build a Creative Team, Develop Great Morale, and Improve Bottom-Line Performance. Leadership is a calling. Servant leadership—the idea that managing with respect, honesty, love, and spirituality empowers employees—helps individuals answer that

calling. Bestselling author and former Fortune 500 executive James A. Autry reveals the servant leader's tools, a set of skills and ideals that will transform the way business is done. It helps leaders nurture the needs and goals of those who look to them for leadership. The result is a more productive, successful, and happier organization, and a more meaningful life for the leader. Autry reveals how to remain true to the servant leadership model when handling day-to-day and long-term management situations, including how to: Provide guidance during conflict and crisis, Assure your continued growth and progress as a leader, Train managers in the principles of servant leadership, Transform a company with morale problems into a great place to work, Practiced by one-third of the companies on Fortune's "100 Best Companies to Work For" list, servant leadership is a thriving philosophy. Ultimately, Autry explores how it can be a valuable, refreshing, and rewarding approach to leading others in business life.

Methodology:

Quantitative method approach is used for this research. The goal for using quantitative method approach to know the exact needs for creating HR department team and measure the needed tools to finalize 100% of the project. The timeframe for the research took one month and two weeks. In addition, the brainstorming took seven days, two day for creating ideas, ten hours for writing the first draft, two hours for reviewing and one day for the final draft. Several methods have been used to finish all the milestone such as daily, weekly and monthly meetings and conference calls. As mentioned in WBS in **Figure 1**, I divided the structure into three levels. The first level (Level 1), display the project name. The second level (Level2), Shows the major deliverables as basic milestones which means breaking down the structure. The third level (Level 3), shows small deliverables that shows detailed of sub-structure.

Results and Discussion:

Creating a team for HR department is the reason of this research. What we are focusing in this research is recruiting qualified team that have good experience and communication skills. I can use tools for it such as WBS as mentioned above in the chart and analysis for each milestone. If I use all the helpful tools, I will find a perfect final result which is having three loyal employees as the plan included. The project includes reducing the cost for the organization, hiring full time employees will save time and money instead of dealing with HR consultant company.

References:

- 1.1 Teamwork, What Must Go Right/What Can Go Wrong Book by Carl Larson, Frank M. J. LaFasto
- 1.2 Leadership Team Coaching, Developing Collective Transformational Leadership Book by Peter Hawkins
- 1.3 The Power of a Positive leadership, How and Why Positive Leaders Transform Teams and Organizations and Change the World Book by Jon Gordon
- 1.4 The Servant Leader Book, How to Build a Creative Team, Develop Great Morale, and Improve Bottom-Line Performance by James A. Autry