



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 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

## Communication plan

### Understand why we need an internal communications plan

We know that communicating regularly with stakeholders improves engagement. It's critical to find the right match for our position and company and develop a formal hiring process that is fast, effective and legal. So for the reason to hire new employees for the project a lot of steps to be taken such as with the sponsor, the team and HR department like:

1. Do a research.
2. Create a standout job description.
3. Review applicant resumes.
4. Interview top candidates.
5. Check references.
6. Choose perfect candidate.

### Making a diagnostic

We need to be sure of:

- Is the information accurate?
- Is the information needed?
- How are regular updates sent?
- Is this information consistent across the organization?

### Understand the stakeholders

Communications is geared toward everyone who works within the organization. So there is some basic information we need to discover:

- Ask them how they feel about the current level of communication.
- Identify how they like to receive information: email, face-to-face, or other options.

### Identify information that needs to be communicated

Include announcements about upcoming events, important company information, staff changes, and other news items.

### List methods of communication

- Formal methods like scheduled meetings, company newsletters, all staff emails or meetings, and reports.
- Informal methods like conversations that take place in offices, break rooms, and during lunch.

### Seek final approval

It will most likely be the sponsor.