

Everyone's Smart University

Assignment 1 (Spring 2021)

Student Name	تركي عبدالله محمد الحربي	اسم الطالب
Students I.D	2021201232	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 الانجليزية.
- ☐ 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

MESSAGE	TO WHAT STAKEHOLDERS	METHOD OF COMMUNICATION	FREQUENCY	PERSON(S) RESPONSIBLE
Goals/Scope	Internal Team Members	Kick off meetings Storage: Blackboard Web site (excluding budget info.)	One time then as needed	Project Executive Steering Committee
Business Requirements	Project Team	User and Functional Requirements Document	During Planning Phase	Team Leads
Technical Standards	Project Team	Technical Architecture Design Documents	As needed	
Roles/Responsibilities	Internal Team Members	Kick off meeting Project Meeting/Minutes Team RACI Action Logs Storage: Blackboard	At project onset; during planning phase; as changes occur to personnel	Project Executive Team Leads Operational Leads
Status Reports	Internal Team Members	E-mail Meeting Minutes Program Scorecards Project Scorecards Financial Summary Storage: Blackboard and website	Monthly As Needed	Communications Team
Impact to other areas including process, business and organizational changes	Division and Team Leads Relevant Team Members	Project Meetings As outlined in Change Management and Communications Process	As detected As needed	Everyone Team Leads
Issues/Risks	Team Members	Project Meetings/Risk Management Plan Storage: Issue Log on Blackboard	Immediate upon event	Everyone
Fiscal and Operational Info	Leadership Team	Project Meetings Storage: Blackboard	Weekly	Project Executive and Project Coordinator (program level) Project Managers and Team Leads (project level)

