



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section
Course

Master
(PMG506)

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Code
Thursday

Date

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Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-~~820~~ في تمام الساعة 9 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~~ **Eng. Dr. Akram M. S. Ali**

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~~ **ONE** 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. ستكون هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك ~~كل~~ **احد** 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 موازنة 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.

مع تمنياتي بالتوفيق..

Facility management project in technical buildings

1-Introduction :

Facilities management can be defined as the comprehensive management of all parts of the building, including maintenance, operation and manpower management in these facilities, as well as the necessary tests in electrical, mechanical and fire systems, as well as periodic cleanliness , In April 2017, the International Organization for Standardization published the ISO 41011:2017 standard for facility management, defining it as the "organizational function which integrates people, place and process within the built environment with the purpose of improving the quality of life of people and the productivity of the core business." [1].

I chose this project on facilities management for my work in this field and work for many local and international companies in the Kingdom of Saudi Arabia. The goal of these projects is the sustainability in the quality of the existing buildings and the continuity of their work over the years with minimal material damage, and since I work as an engineer in technical building management and infrastructure management, there are many aspects that need a high and good focus. In order to be able to overcome all obstacles in managing this type of project , And as I mentioned earlier that I work as an engineer in the management of technical buildings facilities and we are now in the Execution phase of the project life cycle, and since we talked about technical buildings, I will talk about (Legislation that may affect the project including health and safety, and anti-discrimination legislation) , It will help in the success of the project. The slogan of this project is safety first , Because of the presence of equipment and tools in which health and safety is a fundamental pillar .

The main objective of this research is to try to clarify the methods and tools in a project for managing technical facilities and clarify the legislation that positively affects this type of project.

2-Literature Review :

Anti-discrimination laws focus on making equality a basic pillar for some reasons such as color, identity, creed, religion, and ethnicity. Anti-discrimination laws are designed to protect against individual discrimination committed by individuals [2] , When talking about these international conventions in the fight against discrimination and the elimination of all forms of discrimination, the Universal Declaration of Human Rights has been made, and states are obligated to support these rights by agreeing to them [3].

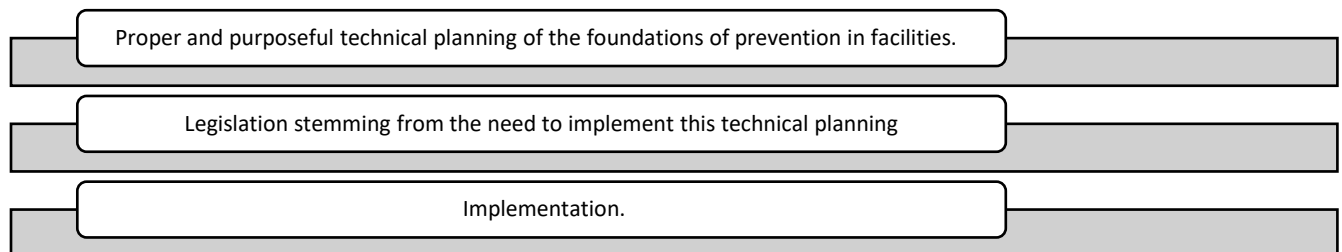
With regard to occupational health and safety and international legislation to protect workers in their places of work, there are some countries that have set strict laws to protect workers, such as the United States of America because the main goal of health and occupational safety is to protect workers who are affected during their work , Some good practices in the American Health and Safety Law that were dealt with in this legislation, such as urging individuals of organizations to inform them of the basic methods of occupational health and safety and assessing the results in the workplace after practicing health and safety and making sure of all health and safety cases that are expected to occur. There are many practices mentioned in American law [4].

3-Methodology :

There are some tools in the field of occupational health and safety :

- 1-Health and safety equipment must be used during work and not underestimated.
- 2-Jobs represent a first aid box at work sites to deal with minor injuries and rapid image.
- 3-Chemicals, chemicals, and foodstuffs must be stored in places where workers gather a real danger to factories and facilities and their workers.
- 4-Occupational safety agenda in the field of occupational safety.
- 5-Focusing on raising the efficiency of work in the readiness of workers in factories and establishments working in the atmosphere coming from work at the beginning of work.
- 6-A safe work environment for everyone.
- 7-Work environment at work environment in the field of general environment

In order to reach the desired goals, the following elements must be available :



When talking about legislation to combat discrimination that may affect the project, here are some tools that help combat discrimination: Everyone has the right to work in an environment free from bullying, harassment, discrimination and violence. Employers need to be aware of their responsibilities to ensure that the working environment or workplace culture is not sexually or racially hostile. Employers should develop and implement targeted practices to address inappropriate workplace behaviour and deal effectively with any complaints.

Employers should also be proactive in addressing hostile behaviour that may be embedded in the workplace culture. Examples of a potentially hostile working environment are where racially or sexually crude conversations, innuendo or offensive jokes are part of the accepted culture. An employee can complain about such conduct as harassment even if the conduct in question was not specifically targeted at him or her.

Under occupational health and safety legislation, employers and employees are required to comply with any measures that promote health and safety in the workplace. Because of this duty, employers need to eliminate or reduce the risks to employees' health and safety caused by workplace bullying.

Set an example and lead by example: Show your support and solidarity by speaking and acting when you hear sensitive and rude remarks, or when you see intolerant racist behavior. Ethical behavior and sound moral behavior require us to take responsibility for speaking out and acting when we see injustice and anyone's exposure to racist behavior.

Communicating with others: Connect with your friends and colleagues who have experienced this racism and discrimination, and show them that you are aware of what is happening.

Listen more, talk less: You don't have to say something all the time or post something on social media to prove your awareness of these problems.

Educate yourself: Remember that being an ally requires you to educate yourself and learn about the experiences of others in different locations. Try to follow people who are often subjected to bullying and racism on social media to learn their views and experiences.

4-Results & Discussion :

After using the tools and methods from some international legislations affecting the project with regard to health and safety and combating discrimination

And after discussing it with colleagues in the same field of work at Mobily for the operation and maintenance project Many different points of view have been concluded that support this legislation, and others have opposed it for some reasons

When talking about health and safety anatomy in our company, we found that there is an urgent need to understand these legislation and apply it in a practical way due to the nature of business in the company due to facing difficult equipment that may affect the individual negatively and so that the work environment is highly stimulating to work

And that some project managers neglect this aspect and employees must be given intensive courses to apply international legislation in health and safety to avoid the risks significantly.

As for legislation to combat discrimination, we found at the level of regulations in the Kingdom of Saudi Arabia that their strict application helped create a fertile environment for work. The Kingdom of Saudi Arabia has given the right to all different races, religions, colors and genders to work without any harassment while holding accountable the wrongdoer. The kingdom has done many One of the effective initiatives in combating discrimination in all its forms

We conclude in this brief research that combating discrimination and international legislation for health and safety in the workplace is at first an individual as well as a societal responsibility before it is an international responsibility, and everyone should take proactive steps to implement all tools and methods in societies, and that the first to urge us to this legislation is the Islamic Sharia that I applied it on the authority of the Holy Prophet Muhammad, may God bless him and grant him peace .

When I talk about my project that I work, I find that we lack some of the methods and tools applied in the aspect of occupational health and safety, and in my role as a student at everyone's smart university, I hope to convey the correct image of applying the tools in an ideal way because of the nature of our work because the most important thing is health and safety and because of the presence of many employees From different countries and races as well as races.

5-References

1- Holmes, Elisa (2005). "Anti-Discrimination Rights Without Equality". Modern Law Review. 68 (2): 175–194. doi:10.1111/j.1468-2230.2005.00534.x. ISSN 0026-7961

2-Eltringham, Mark (3 August 2017). "BIFM formally adopts new ISO definition of facilities management". Workplace Insight. Retrieved 8 June 2018

3-Universal Declaration of Human Rights". www.un.org. 2015-10-06. Retrieved 2018-07-10"

4-Guidance note: General duty of care in Western Australian workplaces 2005" (PDF). Government of Western Australia. Retrieved 15 July 2014.