



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

Thursday

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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 ١٣٠ إلى ١٥٠ كلمة) كيف يجب عليك كمدير للمشروع أن تخطط وتدير وتتحكم في التواصل مع أعضاء الفريق لتحقيق الإنجازات. اعط اسبابا.

....مع تمنياتي بالتوفيق

First of all, I will set a small table include how I will communicate with and when/where and the method of communicate and the reason of communicate because it will be helpful to me and to my team to communicate easily and quickly. Then, I will choose the method that I will use to communicate and transfer information among stakeholders which is communicate by using an E-mail and Microsoft team because it's easy to use them rather by Mobile or Laptop and it's the requirement of communication.

I will make sure as a project manager to make me easy to communicate rather by written form or spoken because that will help me to exchange information and Ideas might be helpful to me.

It's important to manage the communicate by make sure my team communicate effectively and efficiently by using my communication plan which is set in the begging and make sure everyone from the stakeholders understand the information he/she received. Also, it's important to make sure my team are active listening and I have to manage the conflict and manage the meetings.

It's important to have a performance reports that will help me a lot to manage the project and to be ready for the risks issues.

I will control the communication by looking carefully to the project documents and the work performance data because it will be help me to set a change requests and look at the lessons that I learned form it .