



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 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...

Introduction:

Project teams are constantly in contact through e-mail, videoconferences, telephone calls, texts, and face-to-face meetings. Regardless of the media they use, project teams can raise their chances to achieve their goals by developing effective plans to remind others of what is happening (Aldag & Kuzuhara, 2015).

Here is the concept that we all can get behind: contact will be free, friendly, and professional in an ideal workplace. Projects will be effective and delivered on schedule, with the position and responsibilities of all key players fully briefed. Questions will be openly posed and answered in good time. Every cog will run smoothly like a faultless timepiece (Fussell, et al., 1998).

Sadly, most workplaces are not functioning so smoothly. Misunderstandings, debates and missed time limits are all a little stressful for all concerned. But the ideal is valuable, right? So how do you enhance contact and make your team... yeah, a team? (Butchibabu, Sparano-Huiban, Sonenberg & Shah, 2016).

Strategies for communicating effectively during the course of a project:

Some strategies for successful communication in the course of a project as follow-up are available (Pauleen, 2003; Pauleen & Yoong, 2001; Ruppel, Gong & Tworoger, 2013):

1. An Open-Door Policy. It Builds Trust:

The precedent that everyone can ask questions, express their thoughts, and give ideas is set in an open-door policy. This is an important element in building the team's confidence. Making administration unavailable sends the message that they are not so important to lower level workers. It is essential to keep the doors open for communication.

Open literal doors as you open figurative doors. The removal of physical barriers between workers gives a feeling of mutual confidence and promotes free ideas exchange. Problems should be identified and addressed when they emerge rather than waiting for the weekly business meeting.

2. *Be Open to Reciprocal Feedback:*

Only constructive critique – constructive – is meant. It is crucial for all parties involved to be transparent to take any of their input. Nobody can help with a simple "fix" in answer to a proposed project. Feedback must be consistent and informative to be accurate. Bonus points out if it is publicly known (and respectfully documented) so that everyone else can benefit from it. Don't forget to also welcome reviews! There is nobody perfect, so we need to criticize each time a little constructively.

3. *Be Clear about Tasks So Everyone's Knows Their Responsibility:*

If they are not sure what tasks they are responsible for, nobody can efficiently fulfil a mission. Make sure each team member knows the project's scope and knows what is expected of them exactly. Regularly bringing the team together to review progress, ask questions and deal with problems is another excellent way of ensuring everyone is aware of the responsibility of each team member.

4. *Do Fun Stuff to Boost Morale:*

Team building activities have long been used to improve teamwork among team members. Team building activities Bring the gang together and play cards, rather than just playing roles or anything you don't like (without gambling, of course). Host a pizza party after work once a month. Insert a few board games in the breakroom.

An escape room is an amusing and casual game. Many cities have these, and others have a discount for the workgroup. They communicate better naturally if the colleagues are happy. Most people want to work together for the common cause by building a 'working family' and create a strong sense of reciprocity.

5. *Give Purpose to Coffee Breaks:*

Following the spirit of team building, a coffee break encourages all workers to chat informally while they are still at work. Coffee is the fuel most people get through the day, so why don't they drink it at the same time? Investigation shows that coffee discussions, whether working or not, foster good contact between colleagues and facilitate ideas exchanges.

6. Communications Training Will Reset Your Team:

Yes, this is real, and improving group communication can be highly efficient. Education in communication does not only cover fundamental conversational skills. It may include presenting abilities, business writing guidance and management skills training, depending on the courses. The courses can be expensive, but the benefits are much greater than the cost when the team works like an oiled machine.

7. Decide What Form of Communication Works Best:

Various circumstances involve various forms of communication. A video conference is an excellent way for us to stay in touch on progress and milestones for a project involving team members who work remotely. On-site meetings also constitute the best way to communicate with in-house programs. In recent decades email has become a common means of communication, but it can be inefficient and unreliable. In cyberspace e-mails may be lost, sent to a spam folder, or ignored in a crowded package.

8. Utilize Project Management Software for More Transparency:

Today, everyone seems, for good reason, to be turning to cloud-based storage and applications. The cloud-based project management software ensures comprehensive accountability and enables team members to monitor their progress, work with other members and verify information and due dates. Everybody has access to project specifics and can leave feedback for everyone to see in a simplified framework.

9. Identify Group Leaders...And Support Them:

Much of the projects have the key leader and other mid-level leaders responsible for smaller groups. Make clear from the outset who makes it easier for team members to know to go to when an issue or concern arises. Delegating tasks to others more equally divides the work between the leaders and decreases tension on each team member.

10. Understand Diversity Issues:

In collaboration with citizens of all nationalities, cultures, philosophies and languages, unique concepts bring something truly special together. Nevertheless, without their challenges, diversity is not. Clear contact at times can be challenging with accents,

complexities, dialects, and cultural colloquialisms. To tackle these problems, team leaders must first understand that the issue is a problem. It does not benefit anyone to sweep such problems under the banner, even if they are unable to solve any of them. Make it possible to explore the problems and how to solve the challenges with your team members.

11. Point Out Individual Strengths and Use Them Well:

Be aware that not everyone enjoys communicating in the same way. Visual persons tend to favor written contact types (email or cloud software) while auditors profit more from calling, video chatting or face-to-face meetings. Realizing that someone is different not only encourages better communication, it will give the team members a message to appreciate them as persons and to see what kind of communication works best for them. A respected team member is a team member ready for the organization to go above and beyond it.

12. Be open and honest with your team members:

Perhaps the best way to enhance interpersonal communication in the workplace is to build the team members with a sense of confidence. Transparency is important here; if members of the team feel that secrets are kept out, any trust that you have created comes out of the window. Sensitive details, of course, should be treated as such, but team members are entitled to know when they are InPrivate. Be transparent and honest and trust your team members that they will do the same for you. In any relationship, including a professional one, mutual confidence is essential.

13. Take Advantage of Mobile:

Almost everybody has a smartphone or other intelligent mobile device nowadays. We are all familiar with the need to have details immediately accessible. However, why not use the many opportunities that technological progress offers us? Some software tools for project management will give team members a smartphone app to keep up with project developments. A good old-fashioned text message is a fast and simple way to get into touch with the people behind the times.

References:

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