



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section	Course	Code	Date
Master		Thursday	18 / 03 / 2021.
(PMG506)			

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس ٢٠٢١-٠٥-٨ في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الإنجليزية.
- 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 ١٢.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر ١,٥ 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:

١. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
٢. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
٣. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
٤. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
٥. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
٦. إنشاء موازنة وربط التكاليف بالمعالم الرئيسية للمشروع.
٧. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
٨. صف بإيجاز كيف سيتم رصد التقدم.
٩. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
١٠. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
١١. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Project finalization procedure – Build a new branch for Al Rajhi Bank in Ohad rofaidah

- Introduction:

Ohad rofaidah project is one of Alrajhi bank expansion plan in 2021. Project contains a new Alrajhi bank branch and remittance center on total built up area 600 M². Project aim to increase efficiency in services provided to customers and reduce crowd in other branches in Ohad rofaidah. My role in this project is project manager.

The project now in closing stage and our team work in current procedure for finalization. Closing phase help you to measure the success of your project, avoid repeating mistakes in next project and complete project plan.

This research will describe current procedure for finalizing Ohad rofaidah project. I will create new finalization procedure based on latest studies. Also This research will identify how you will evaluate the success of the project.

- Literature Review:

According to a recent survey from Autodesk and Dodge Data & Analytics, 66% of general contractors experience trouble getting off the job on at least a quarter of their projects. So, what causes this last-minute derailment, and what can you do to prevent it?

By plan finalization procedure correctly and using technology you can prevent most of closing error. An idea project closing process is direct and straightforward because you have all information and data but some common mistakes will delay your project or cost you more.(7 Steps to Successful Project Closeout, Autodesk, 2020).

Just as any of the other project management processes (Initiation, Planning, Execution, Monitoring and Controlling), Project Closing serves an important purpose for the organization and helps it avoid unfavorable and adverse scenarios.(The small process group with big impact, Aziz Emad, 2015).

- Methodology:

This research will compare the current closing procedure and evaluation with recent study from Autodesk and create a more sufficient steps.

Our project closing procedure is:

1. Site hand over for final deliverables. (committee for snag list)
2. Follow up during the guarantee period.
3. Close all contractual liabilities stated in the contract,
4. Hand over the site to operation department with formal acceptance.
5. Archive all project documents.
6. Submit performance report.

Therefore, it must to verify these procedure with recent studies to get more sufficient closing phase in next projects.

- Results and Discussion:

According to Autodesk's study project closing procedure has seven steps. All these steps are connected by tracking software. Software keeps project manager on track and helps him to archive all project activities, drawings and documents without any lost.

The seven steps are:

- 1- Project closeout.

During this step, project manager make sure he complete all requirement and close all change orders and client notes.

- 2- Client closeout.

During this step, project manager make sure the client satisfied and gain formal acceptance.

3- Organizational closeout.

This step demobilizes your company, employees, and equipment from the work site and project in a reasonable manner. Start by notifying any subs or other parties of the last date you'll be working on the site.

4- Subcontractor closeout.

Project manager make sure all work is completed and meet quality standards.

5- Risk assessment

Project manager should plan for all type of closing risk and plan for mitigate.

6- Write final report.

Officially close the project by create a document that outlines all previous steps.

7- Team closeout.

Update lessons learned and submit performance report.

Looking at this, we can say that my company has same general concept of Autodesk. In this project we missed two important steps which are:

1- Risk assessment.

2- Update lesson learned.

We can not build our new procedure by creating a copy of Autodesk's procedure. Some steps not applicable for us. In my opinion if we add the two missing steps we can grantee that project will finalized smoothly.

More efficiency in closing phase helps to achieve project success by deliver it on time with quality standards within approve budget and getting acceptance from client.

- References:
 - 7 Steps to Successful Project Closeout, Autodesk, 2020 (<https://constructionblog.autodesk.com/project-closeout/>)
 - Operational Readiness: Bridging the Gap Between Construction and Operations for New Capital Assets, Emerson, 2018.
 - The small process group with big impact, Aziz Emad, 2015 (<https://www.pmi.org/learning/library/importance-of-closing-process-group-9949>).