



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..

First as project manager, I have to review the existing project documents such as the project scope/ schedule/ budget /stakeholders register and Project Management plan.

Accordingly, we have to initiate the plan communication management process identifying the communication channels between the team members as well as the customer and stakeholders, and the information flow authorities for each team member, preparing the communication matrix. This is to insure that communications are transmitted / received & responded (if required) to the right person at the right time.

After that, we have to prepare report templates and records to transform the data and the team performance & records in a way it can be extracted when required providing the needed data for each stakeholder, customer, project manager and team member.

Then, we have to perform regular team meetings to monitor the performance, report to the stakeholders and update the project documents accordingly.