



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

## Everyone's Smart University

### Project (Spring 2021)

|              |                              |               |
|--------------|------------------------------|---------------|
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Section

Master

Date

Thursday

18 / 03 / 2021.

Course Code

(PMG506)

## Advanced project Management

### Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-17 في تمام الساعة ٩ 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 line spacing 1.5
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: Eng. Dr. Akram Mustafa Suliman 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 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. سيتمكنون هذا التقرير من ثلاث إلى ست صفحات .

يجب أن يعالج تقريرك كل من 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 ميزانية 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..

## Establishing Containers Storage Depot

### Introduction

we are a global company working in logistics field start operation 2018 in Saudi Arabia and providing transportation and customs clearance for containers and projects cargo . we decide to establish our depot to provided empty containers storage services and rent a land for 10 years between King Abdullah port and Rabigh industrial area . our depot capacity is 33.000 Sqm . this first time to manage same this project in Saudi Arabia . In this research I'm going to write about the following points :

1. Identify and describe the purpose, scope, and objectives of the project.
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.
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.
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.

## **Literature Review**

Several authors have studied logistics problems related to handling operations at multimodal container terminals, mainly focusing at seaport operations (Steenken et al., 2004; Stahlbock and Voß, 2008; Bierwirth and Meissel, 2010; 2015).

Particularly, Carlo et al., (2014) provide an overview and research directions for port storage yard operations. They distinguish between the following main decision problems that arise in the storage yard operations: (1) yard design, (2) storage space assignment for containers, (3) dispatching and routing of material handling equipment to serve container storage and retrieval processes, and (4) optimizing the remarshalling of containers. At the tactical and operational level, container stacking policies and the storage space allocation problem (including the pre-marshaling problem and the blocks-relocation problem) have been extensively addressed in the literature (Kim and Kim, 1999; Kang et al., 2006; Lee and Hsu 2007; Park et al., 2011; Chen and Lu, 2012). At the strategic level, yard design problems have been also addressed in the literature but not as extensively as container stacking strategies and policies. Yard design is an influential factor in the productivity of container handling operations (Kim et al., 2008), thus requiring strategic decisions in yard layout and outline, and in the number and placement of aisles (surrounding container blocks). Several authors have focused on the analysis of layout design and strategic decisions related to equipment acquisition at port terminals (Wiese et al., 2011; Ranau, 2011; Lee and Kim, 2013; Kemme, 2012; Wiese et al., 2013; Taner et al., 2014)

## **Methodology**

In this research I'm going to use PMI methodology .

## Project Describe

### 1. The purpose :

Our company is looking forward to establishing a container depot In Rabigh City with an initial capacity 33000 sqm to provide storage, repair, and cleaning services for empty containers to our customers.

### 2. Project Objectives :

- Make a profit
- Provided depot services direct to our clients

### 3. Scope

#### Phase 1 :

- Preparing the licenses required for the project
- Processing the layouts design with consulting offices and approve.
- Searching for a contracting company with experience in the field and attracting the technical and financial offers for approval
- Approval of the project schedule and project charter
- Project Kick off meeting
- Execution & Request Electricity service .

#### Phase 2:

- Find Port Cabin to buy 2 pieces
- Find handling equipment
- Looking for employees
- Manufacture of 2 movable umbrellas for the repair shop with a height of 3 m
- Manufacture of 8 bases for placing containers on during repair, with a weight of 20 kg each .

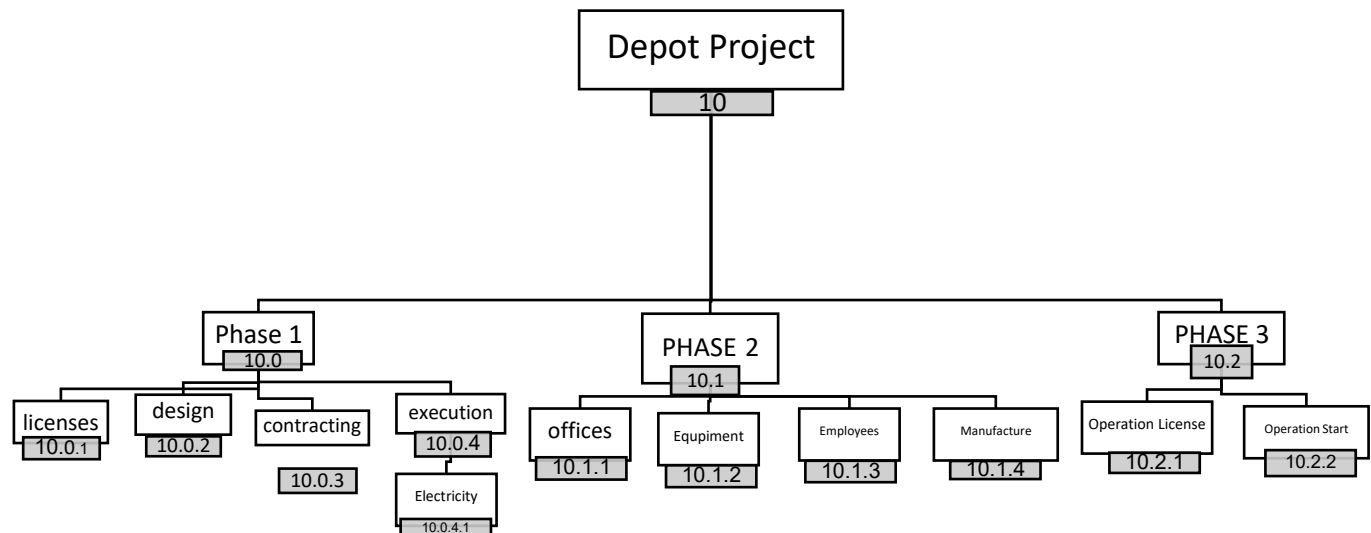
#### Phase 3:

- Preparing Operation License
- Start operation

#### 4. Project Charter

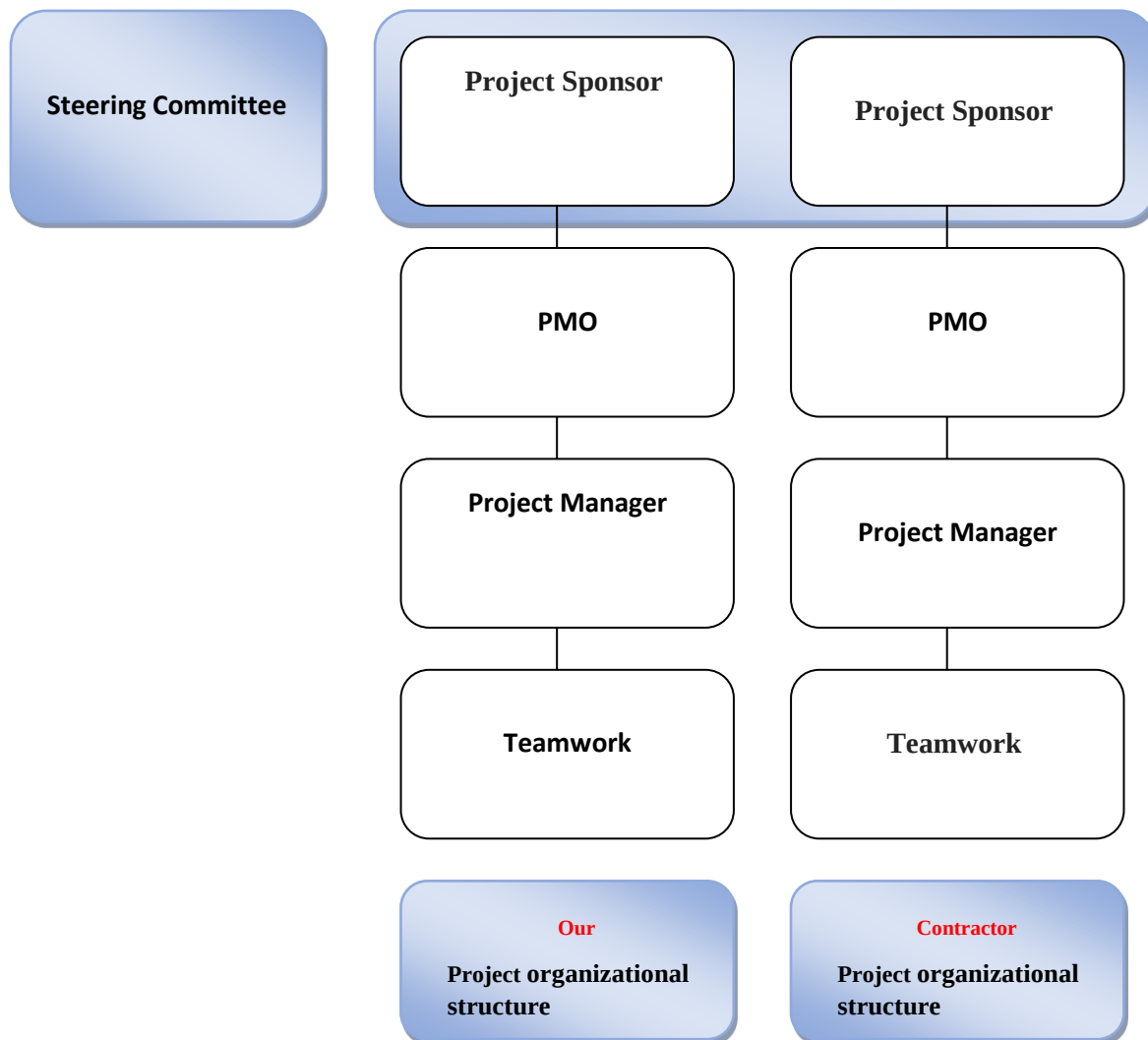
|                                |                                                                                                                                                                                                                                                  |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Client Information</b>      |                                                                                                                                                                                                                                                  |
| <b>Contracting Information</b> |                                                                                                                                                                                                                                                  |
| <b>Business Needs</b>          | We need to increase company profit and extended our business                                                                                                                                                                                     |
| <b>Project Objectives</b>      | <ul style="list-style-type: none"> <li>• Make a profit</li> <li>• Provided depot services direct to our clients</li> </ul>                                                                                                                       |
| <b>Requirements</b>            | Establish a Depot for storing containers                                                                                                                                                                                                         |
| <b>Project Duration</b>        | 4 Months                                                                                                                                                                                                                                         |
| <b>Deliverables Summary</b>    | <ul style="list-style-type: none"> <li>• Completion of contracting work</li> <li>• Buying or renting equipment</li> <li>• Recruitment of human resources</li> </ul>                                                                              |
| <b>Project Manager</b>         | Abdullah Alghamdi                                                                                                                                                                                                                                |
| <b>Assumptions</b>             | <ul style="list-style-type: none"> <li>• The project budget is suitable</li> <li>• Obtaining the permits within two weeks</li> <li>• Availability of materials and resources</li> <li>• Availability of equipment in the local market</li> </ul> |
| <b>Project Known Risks</b>     | <ul style="list-style-type: none"> <li>• Foundation work halted due to COVID-19</li> <li>• Increase the cost of Constructions</li> <li>• Delay of electricity run</li> </ul>                                                                     |
| <b>Project Cost</b>            | 1000,000 \$                                                                                                                                                                                                                                      |

## 5. baseline( WBS)



## 6. Governance Project (the organizational structure and description of roles and responsibilities and escalation)

- Project organizational structure



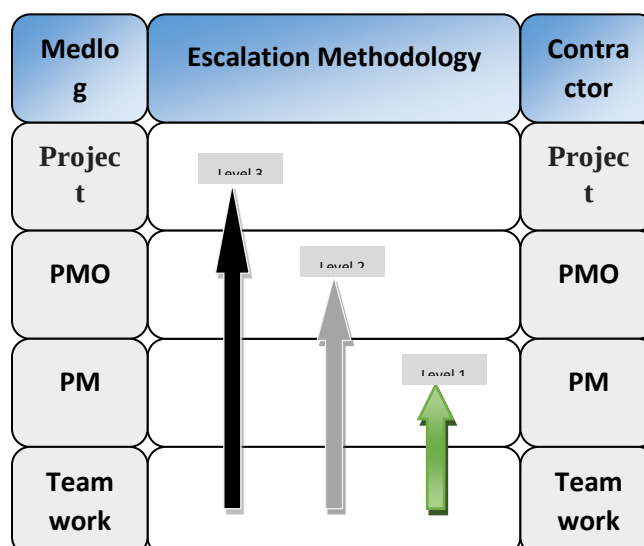
## 7. description of roles and responsibilities

| Role name       | Name owner role | Description of responsibilities                                                                     |
|-----------------|-----------------|-----------------------------------------------------------------------------------------------------|
| From Medlog     |                 |                                                                                                     |
| Project Sponsor |                 | <ul style="list-style-type: none"> <li>the owner of the highest authority in the project</li> </ul> |

| Role name       | Name owner role   | Description of responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 |                   | <ul style="list-style-type: none"> <li>responsible for work on the success of the project and provide a suitable environment for the success of the work.</li> <li>The representative Medlog</li> <li>the final stage in the escalation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| PMO             |                   | <ul style="list-style-type: none"> <li>The first phase in the escalation</li> <li>Project Supervisor</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Project Manager | Abdullah Alghamdi | <ul style="list-style-type: none"> <li>responsible for communication with the contractor for the project or his representative directly</li> <li>directly responsible for the success of the project.</li> <li>responsible for the receipt of deliveries after confirming tested to ensure their quality as agreed in the document asset Dictionary WBS details work.</li> <li>responsible for coordination with the staff to do Medlog and their managers to ensure the flow of functioning of the project.</li> <li>Receive periodic reports from the contractor for the project.</li> </ul> <p>Coordination with the contractor for the project to resolve problems and mitigate risks.</p> |
| Teamwork        |                   | <ul style="list-style-type: none"> <li>responsible for the evaluation of all the technical outputs and show technical opinion regarding the acceptance or rejection of the project outputs.</li> <li>Implementation of test scenarios and asked to make any additional testing supports the technical opinion.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |
| From Contractor |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Project Sponsor |                   | <ul style="list-style-type: none"> <li>Project Sponsor is responsible for the success of the project by the contractor and ensure the support of the working group have the human resources and its subsidiaries by all means</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Role name          | Name owner role                                                           | Description of responsibilities                                                                                                                                                                                                                                                                                                                                            |
|--------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    |                                                                           | available.<br>• the final stage in the escalation.                                                                                                                                                                                                                                                                                                                         |
| PMO                |                                                                           | • The first phase of escalation.<br>• Project Supervisor.                                                                                                                                                                                                                                                                                                                  |
| Project Manager    |                                                                           | • The project manager for the contractor is responsible for the entire effort of the contractor and responsible for all deliveries, as he is responsible for the contractor's work team, whether they are at the project site or the headquarters of the contractor's work.<br>• The project manager for the contractor is the main communication point by the Contractor. |
| Teamwork           |                                                                           | • implementation of the technical project of change, modifying and upgrading work commensurate with the objectives of the project                                                                                                                                                                                                                                          |
| Steering Committee | 1. Project Sponsor from Our company<br>2. Project Sponsor from Contractor | • represent the highest authority in the project. Meet exceptionally to deal with critical situations.                                                                                                                                                                                                                                                                     |

## 8. Escalation



## 9. Communication Plan

| Outlet                          | Details                                                                                                                                     | Attendance                                  | Delivery method | Repetition                                       | Responsible   |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------|--------------------------------------------------|---------------|
| <b>Project meetings</b>         |                                                                                                                                             |                                             |                 |                                                  |               |
| Kick-off Meeting                | Agree on a final description of the scope of work and notice the start of implementation                                                    | All members of the organizational structure | meeting         | Once at the end of the planning                  | Contractor PM |
| Delivery primary meeting        | Review and assessment of work output for each phase or major deliveries                                                                     | PM'S<br>PMO<br>TW                           | meeting         | Once after each stage or each major Deliverables | Contractor PM |
| Project closure meeting         | Review outputs and evaluate the work of each project                                                                                        | All members of the organizational structure | meeting         | Once after completion of the project             | Contractor PM |
| The Steering Committee meeting  | Treatment of critical situations                                                                                                            | The Steering Committee                      | meeting         | If necessary                                     | PMO Called    |
| Weekly meeting progress of work | Review the progress of work, and follow-up problems and risks based on the conduct of weekly work report                                    | PM'S                                        | meeting         | weekly                                           | Our PM        |
| <b>Project reports</b>          |                                                                                                                                             |                                             |                 |                                                  |               |
| Progress report                 | Weekly report shows the stages of implementation and achievements weekly and progress of work "sends before Weekly meeting progress of work | Our PM                                      | EMAIL           | Weekly                                           | Contractor PM |

## 10. Communication Information

| Name              | Company | Communication Information |       |
|-------------------|---------|---------------------------|-------|
|                   |         | TEL                       | Email |
| Abdullah Alghamdi |         |                           |       |
|                   |         |                           |       |
|                   |         |                           |       |
|                   |         |                           |       |
|                   |         |                           |       |
|                   |         |                           |       |
|                   |         |                           |       |

## 11. Project Schedule

| Phases  | Deliverables                    | Start Date | End Date  | Working days |
|---------|---------------------------------|------------|-----------|--------------|
| Phase 1 | licenses                        | 21/3/2021  | 8/4/2021  | 15 Days      |
|         | Layouts                         | 28/3/2021  | 8/4/2021  | 10 Days      |
|         | Contracting                     | 28/3/2021  | 8/4/2021  | 10 Days      |
|         | Execution & Electricity service | 18/4/2021  | 15/6/2021 | 60 Days      |
| Phase 2 | offices                         | 11/4/2021  | 22/4/2021 | 11 Days      |
|         | Equipment                       | 11/4/2021  | 29/4/2021 | 17 Days      |
|         | Employees                       | 1/4/2021   | 30/6/2021 | 65 Days      |
|         | Manufacture                     | 18/4/2021  | 17/6/2021 | 45 Days      |
| Phase 3 | Operation License               | 2/5/2021   | 20/5/2021 | 15 Days      |
|         | Start Operation                 | 1/7/2021   |           | For ever     |

## References

- ✓ **Empty Container Stacking Operations: Case Study of an Empty Container Depot In Valparaiso Chile**

*Felipe Hidalgo, Diego Aranda, Jimena Pascual, Erhan Karakaya, Alice E. Smith and Rosa*

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## Appendices

- ✓ Project lay out

Street 15 M

