



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

Student Name	Hisham Abdulrahman Alghamdi	اسم الطالب
Students I.D	2021201258	الرقم الجامعي

Section

Master

Date

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Course Code

(PMG506)

Advanced project Management

Instructions:

- آخر موعد للتسليم هو يوم الخميس ٢٠٢١-٠٥-١٨ 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 line spacing ١,٥
- 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..

Important of Identify and Describe the Purpose, Scope, and Objectives of a Project to Establish an Institution for Sale, Design, Installation and Maintenance of Security Surveillance Systems

1. Introduction

With the increasing number of crime and thefts and the importance of monitoring property and business, the importance of security surveillance systems has emerged. From this importance came the idea of a project to establish an institution for the sale, design, installation, and maintenance of security surveillance systems. As we know, beginnings are the most important part of performing any job. In the world of project management, there are several phases of project performance, which are called the project life cycle, starting with the project initiation phase and ending with the project closing phase. Many project experts emphasized the initiation phase of the project due to the information it carries that contribute to the completion of the project's process. As a project manager, I will look for an important point in the project initiation phase that greatly contributes to the success of the project, which is identify and describe the purpose, scope and objectives of the project using the most important tool, which is the project charter.

2. Literature Review

Many project experts stressed the importance of the project initiation phase, as many of them considered it the core of the project. From this importance came many studies that explain and analyze this importance and what are the appropriate tools for the success of this stage. As a project manager for a project to establish an institution for the sale, design, installation, and maintenance of security surveillance systems, I will search for some best methods for the success of the project initiation phase.

2.1. Defining the Project Scope

Research confirmed that a poorly defined scope or mission is the most frequently mentioned barrier to project success. In a study involving more than 1,400 project managers in the United States and Canada, Gobeli and Larson (1986) found that nearly half of the planning problems relate to unclear definition of scope and goals [1]. The scope should be established under the supervision of the project manager, customer, and other significant stakeholders [1]. The document that will be published and used by the project owner and project participants for planning and measuring project success is defined as the scope of your project. More specific, tangible, and measurable your project outcomes, the more specific the scope of your project [1]. Clearly, project scope is the keystone interlocking all elements of a project plan. To ensure that scope definition is complete, you may wish to use the following checklist [1]:

1. Project objective.
2. Deliverables.
3. Milestones.
4. Technical requirements.
5. Limits and exclusions.
6. Reviews with customer.

Note that, scope definition should be as brief as possible but complete; one or two pages are typical for small projects [1].

2.2. The Project Charter – Blueprint for Success

A charter is a tool that obtains commitment from all affected groups and individuals associated with a project [2]. A project charter is a formal agreement that ensures project stakeholders share a common understanding of why the project is being done, the timeframe, deliverables, boundaries, and responsibilities. The project charter addresses the following [2]:

- Roles, responsibilities, activities.
- Project management framework.
- Management commitments.
- Stakeholders and partners.
- Customer success criteria.

A project charter is also not a project plan. A project plan is more detailed and comes later in the project cycle [2]. The project charter is an effective planning tool used in the project initiation phase and is a communication tool that can be continually referenced [2]. The project charter does not normally change through the project life cycle [2]. A project charter provides the additional following benefits [2]:

- Defined roles and responsibilities.
- Better project sponsorship.
- Senior management commitment.
- Improved project management processes.
- Increased probability of project success.

Each organization and project manager can tailor the charter to describe and fit the project as appropriate. Based on experience and research, I recommend the following 14 areas be addressed in a project charter [2]:

1. Project Name.
2. Project Purpose.
3. Project Scope.
4. Project Objectives.
5. Roles and Responsibilities.
6. Project Approach.

7. Project Deliverables.
8. Constraints and Assumptions.
9. References.
10. Terminology.
11. Risk Management.
12. Project Facilities and Resources.
13. Performance Measures.
14. Approval.

A project charter is your insurance policy to get management commitment, resources, and stakeholder buy-in to ensure success [2]. It encourages project managers and functional managers to work together and help resolve conflicts at the lowest organizational level since specific roles are identified early in the project life cycle [2].

3. Methodology

In the establish an institution for the sale, design, installation, and maintenance of security surveillance systems project the method was analyzing project charter by collecting some project charter templets of old project and some templets from deferent researcher to get a successful templet for the project.

4. Result and Discussion

The result of analyzing project charter templets and apply them on the project is shown in in the table below:

PROJECT CHARTER

GENERAL PROJECT INFORMATION	
Project Name:	Establish an institution for Sale, Design, Installation and Maintenance of Security Surveillance Systems.
Project Sponsor:	Mr. Rashed Ali Alghamdi
Project Manager:	Eng. Hisham Abdulrahman Almughtram
Email Address:	haasmg@hotmail.com
Phone Number:	+966595570956
Process Impacted:	Covering the deficiency resulting from the lack of institutions interested in the field of security surveillance systems in the southern side of the city of Jeddah.
Expected Start Date:	01-06-2021
Expected Completion Date:	29-12-2021
Expected Savings:	5000 SR
Estimated Costs:	200,000 SR
PROBLEM, ISSUE, GOALS, OBJECTIVES, DELIVERABLES	
Problem or Issue:	Lack of institutions interested in the field of security surveillance systems in the southern side of the city of Jeddah.
Purpose of Project:	Providing high quality and wide services in the field of security surveillance systems.
Goals:	To establish an institution for Sale, Design, Installation and Maintenance of security Surveillance Systems within 6 months period.
Expected Deliverables:	1. An integrated site for the institution. 2. An application and website to facilitate the provision of services. 3. An integrated sales and accounting system. 4. Design a logo for the institution and choose a suitable name. 5. Complete all necessary compliances.
PROJECT SCOPE & SCHEDULE	
Within Scope	• Complete all necessary compliances (June 15). • An integrated site for the institution (September 30). • An integrated sales and accounting system (October 15). • Design a logo for the institution and choose a suitable name (November 01). • An application and website to facilitate the provision of service (December 28). • Building a teamwork of engineers, technicians, and administrators to start the operation of the institution after the end of the project.
Outside of scope	
PROJECT RESOURCES & COSTS	
Project Team	Project Manager: Hisham Almughtram
Support Resources	Al Zahrani Contracting Est Al-Falak Information Technology Corporation
Special Needs	Special devices for checking and maintaining security surveillance systems
PROJECT BENEFITS & CUSTOMERS	
Process Owner	Mr. Rashed Ali Alghamdi
Final Customers	Users of security surveillance systems
Expected Benefits	Annual profit of 30,000 SR
PROJECT RISKS, CONSTRAINTS, ASSUMPTIONS	
Risks:	Competitors for the same field.
Constraints:	Continuous updating of advanced technologies.
Assumptions:	1-2 months late in delivering the project.

5. References

1. Larson, E., & Gray, C. (2013). *Project management: The managerial process with MS project*. McGraw-Hill Education.
2. McKeever, C. (2006). The Project Charter–Blueprint for Success. *CrossTalk: The Journal of Defense Software Engineering*, 19.