



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

## Everyone's Smart University

### Assignment 1 (Spring 2021)

|              |                         |               |
|--------------|-------------------------|---------------|
| Student Name | Anas Khalid Al-Nowaishi | اسم الطالب    |
| Students I.D | 2021203839              | الرقم الجامعي |

Section

Master

Date

Monday

01 / 03 / 2021.

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 الإنجليزية.
- ☐ 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 , I would start with the review of the vision and mission of the organization to understand and realize what will make the organization satisfied.

Then I will start gathering all information including resources and budget.

I will meet with the project board and sponsor (If is possible).

After I finish my planning, I will start building my team. My team will consist of members including:

- 1- Processes manager
  - 2- Quality manager
  - 3- Communication manager
- The **processes manager** will be responsible for the activity of documenting, managing, and continually improving the process.
  - The **quality manager** will be responsible for the processes & activities that determine quality policies, objectives & responsibilities to ensure that the project satisfies the needs for which it is undertaken.
  - The **communication manager** is the most important manager in this project because the distribution mail center has very big communications channels. And he/she will be responsible for the processes required to ensure timely and appropriate, planning, collection, creation, distribution, storage, retrieval, management, control, monitoring, and the ultimate disposition of project information.