



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 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, as a new employee/manager I have no clear ideas about the company detailed process and my team members skills and personalities. So, to establish and start the main task I need to understand the current process and find out the weakness to be develop and enhanced. Behind that, I do have to meet my team members to have a discussion regarding the assigned task and what/how they are currently work. This will give me a vision of overall the processes and the needed information to determine all the project's planning quality inputs which help to start putting my work plan for developing a new staff recruitment and selection process.

Secondly, after collecting the information and examining them I will conduct another meeting with my team to set the objectives and explain the plan to achieve them in detail. Moreover, determine the start and the end date for this process is particularly important with a clear and sustain dates for following up all the updates after assigning and distribution the tasks among the team members.

Finally, this will give the team a clear vision of what they must do and achieve in a specific time manner with measurable objectives. Involving them in the process will help in enhancing the communication process and improving the quality of work to be delivered at the end.