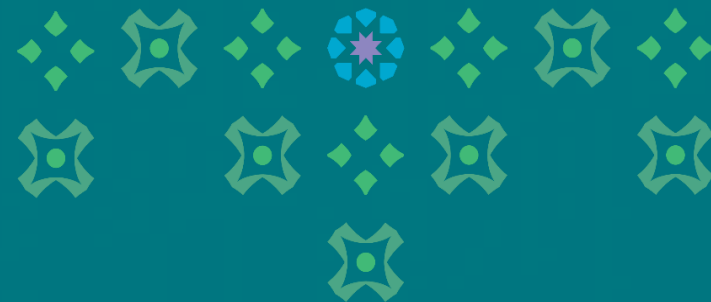


Business and Project Management Office

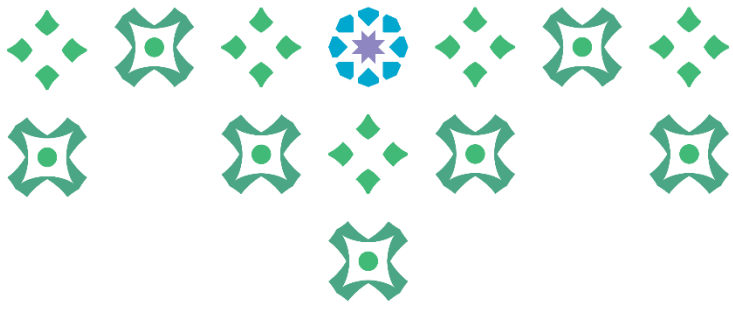
Projects Department

College of Computer and Information Sciences

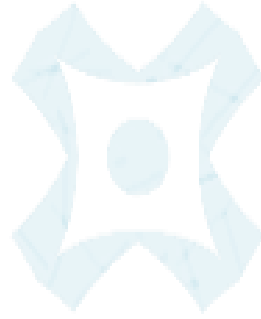
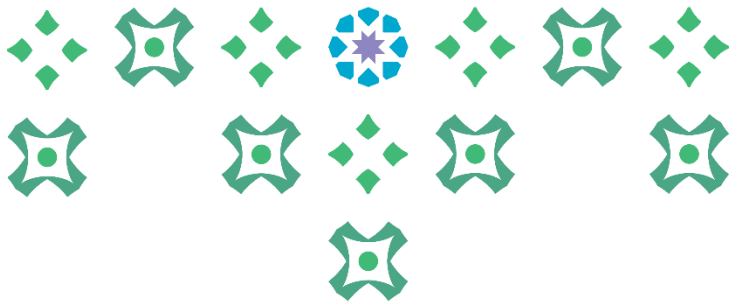


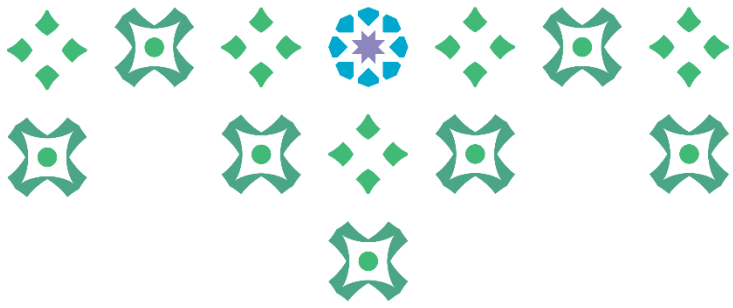
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2025



جامعة الأميرة نورة بنت عبد الرحمن
Princess Nourah bint Abdulrahman University





Content

- 1- Organizational structure
- 2-Office location
- 3-About the projects office
- 4-Vision and mission
- 5-Objectives
- 6-Values
- 7-Important information
- 8-Project stages
- 9-project manager
- 10-Project team
- 11-Targeted people

- 12-Partner system
- 13-Projects of the College of Computer
14-and Information Sciences
- 15-Office services for project manager
- 16-Roadmap
- 17-Contact information



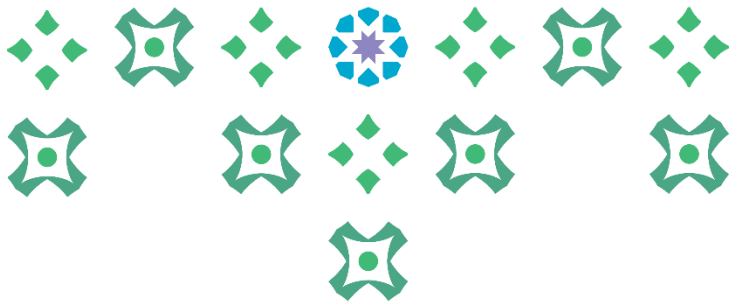
Organizational structure of the Business and Project Management Office

Dean of the College of Computer and Information Sciences
D. Manal Al-Ohali

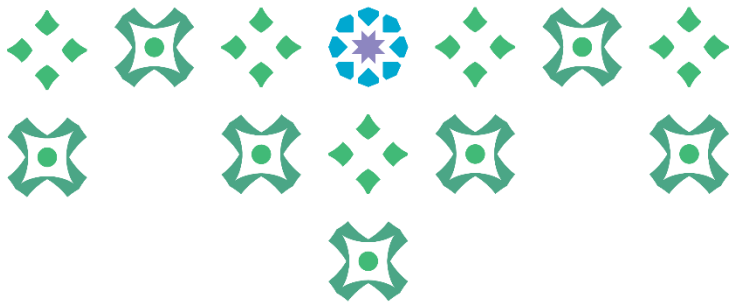
Vice Dean of the College for Research, Innovation and Business
D. Sarah Alhammad

Director of the Business and Project Management Office,
Khawlah Al-Kathiri

Business and Project Management Office Coordinator
Khawlah Al-Kathiri

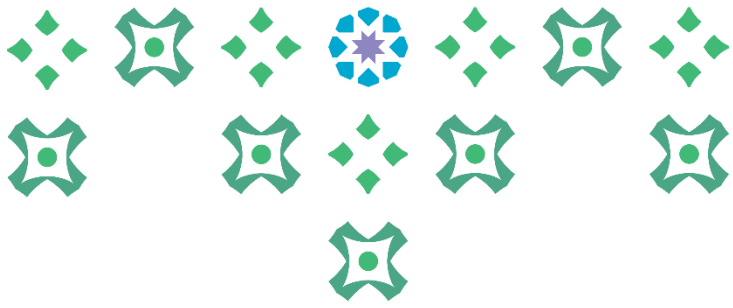


Office of Business and Project
Management College of
Computer and Information
Sciences
Office No
1.100.02



About the office

The office was established in 2021 and is an executive office for the Project Management Office at Princess Noura bent Abdul Rahman University, affiliated with the College of Computer and Information Sciences. It is concerned with everything related to the college's projects, whether service, investment, or development. It follows up on existing projects and studies the development of new projects and the economic feasibility of those projects and the extent of their compatibility with the strategic plans of the Princess University. Noura bent Abdul Rahman and thus achieving the vision of the Kingdom of Saudi Arabia 2030



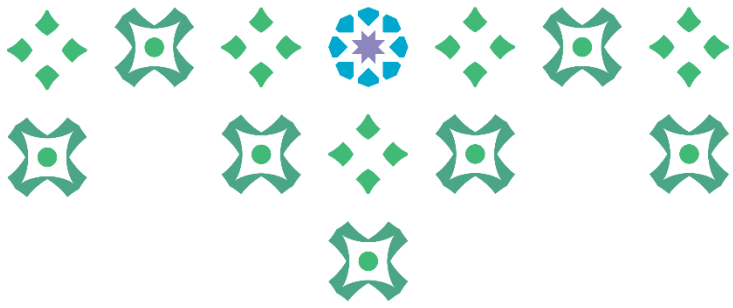
Vision and mission

Vision

Excellence, high competitiveness, innovation and development in project implementation.

mission

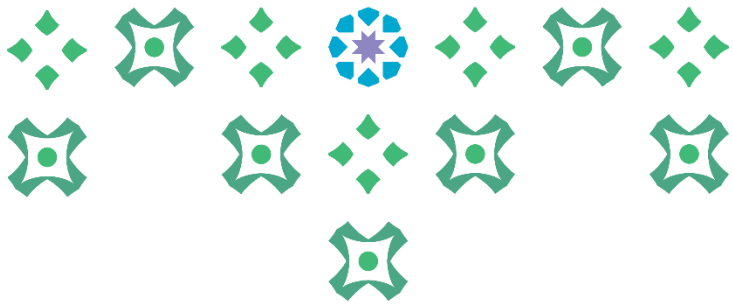
Studying the university's need for purposeful, effective projects that are compatible with the university's strategic plans.



Objectives

- Innovating service projects and continuously developing human resources and raising their efficiency through courses, whether they are female students or university members from the teaching and administrative staff, as well as providing service projects for members of society and achieving material and moral returns.
- Follow up on projects and study their suitability to the strategic objectives of Princess Norah bent Abdulrahman University, which stem from the Kingdom's Vision 2030.
- .Selecting creative and purposeful ideas with great care, as well as selecting project managers with a high degree of professional and administrative skills.
- Conducting scientific studies on the extent to which the College of Computer and Information Sciences needs projects with financial returns or that provide services to all targeted groups and their needs, whether research, technical or construction





Values

cooperation

Fruitful and constructive cooperation at all levels and for all categories, starting with the project incubator, followed by the project manager, and ending with the beneficiary

Competitiveness

Achieving the highest standards required in projects in record time and at the lowest costs

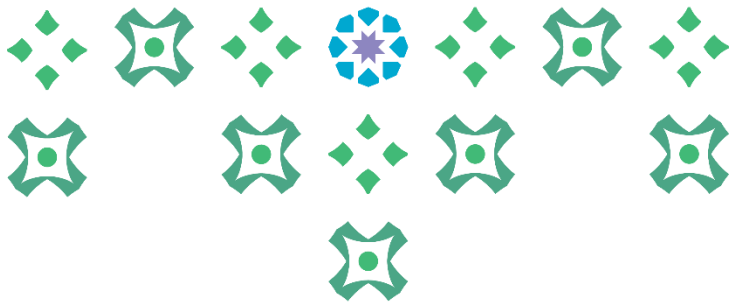
Development and innovation

Through constructive critical follow-up and working to avoid errors to improve project outcomes and search for innovative ways to create and manage projects.

Commitment and loyalty

At all levels, whether project manager or offices, and performing the tasks of each of them.





information

Project acceptance terms

The project must be clear, have an expressive title, be able to be implemented on the ground, be purposeful, and be in line with the university's strategic plans.

What is the project?

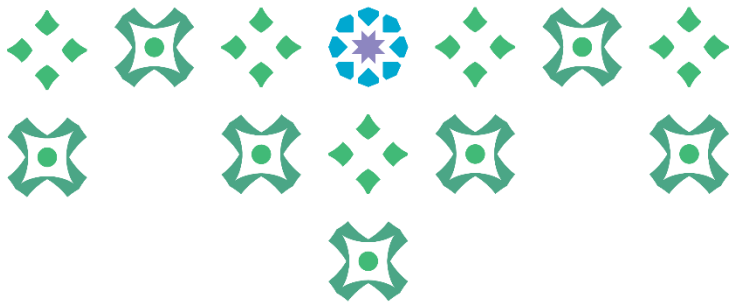
A project is a set of interrelated, non-routine activities, with specific beginnings and endings, that are executed by a person or organization to achieve specific objectives within planned cost, time and quality criteria.

Project stages

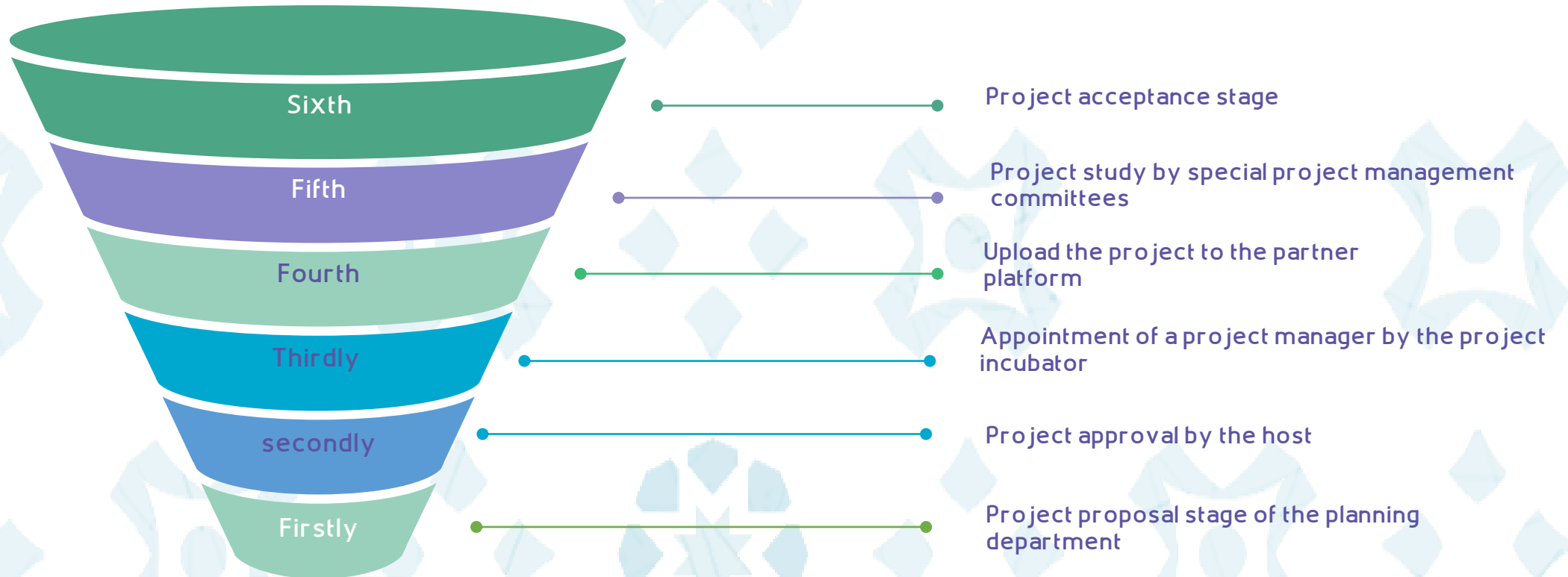
Apply on the Share platform and fill out the required forms, which are the project charter and the project management plan form. The project is studied by special committees in the university's project management office. The project acceptance or rejection stage by the university's project management. After acceptance, the project moves to the implementation stage and the manager is given all the powers he needs, including the power to enter the project management system.

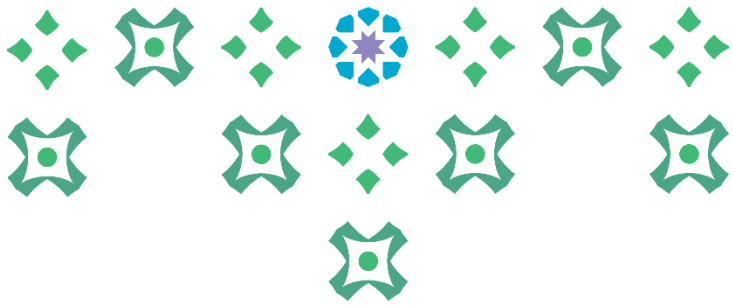
project manager

The project manager is appointed by the organization or entity proposing the project.



Project stages





Project Manager

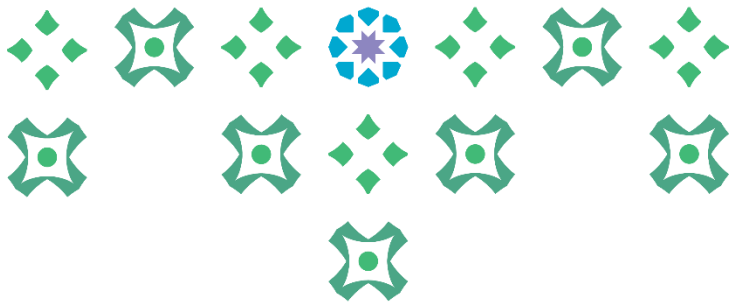
The project manager is appointed by the organization or entity proposing the project (college, department, agency).

Project Manager Personality Traits

The project manager should have a number of personal qualities: leadership, effective communication, influence, delegation skills (delegating the right person to the right place), team building, motivation, and creativity.

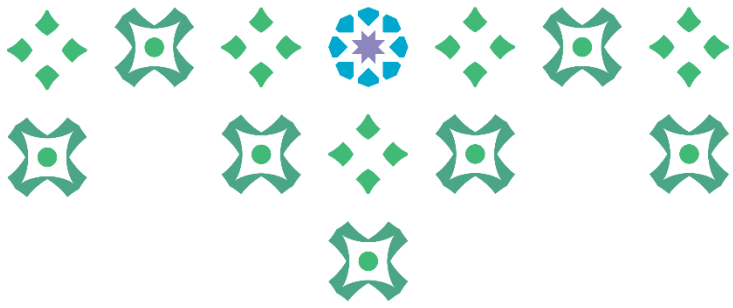
Management skills

1- Planning 2- Meeting Management 3- Time Management 4- Organization

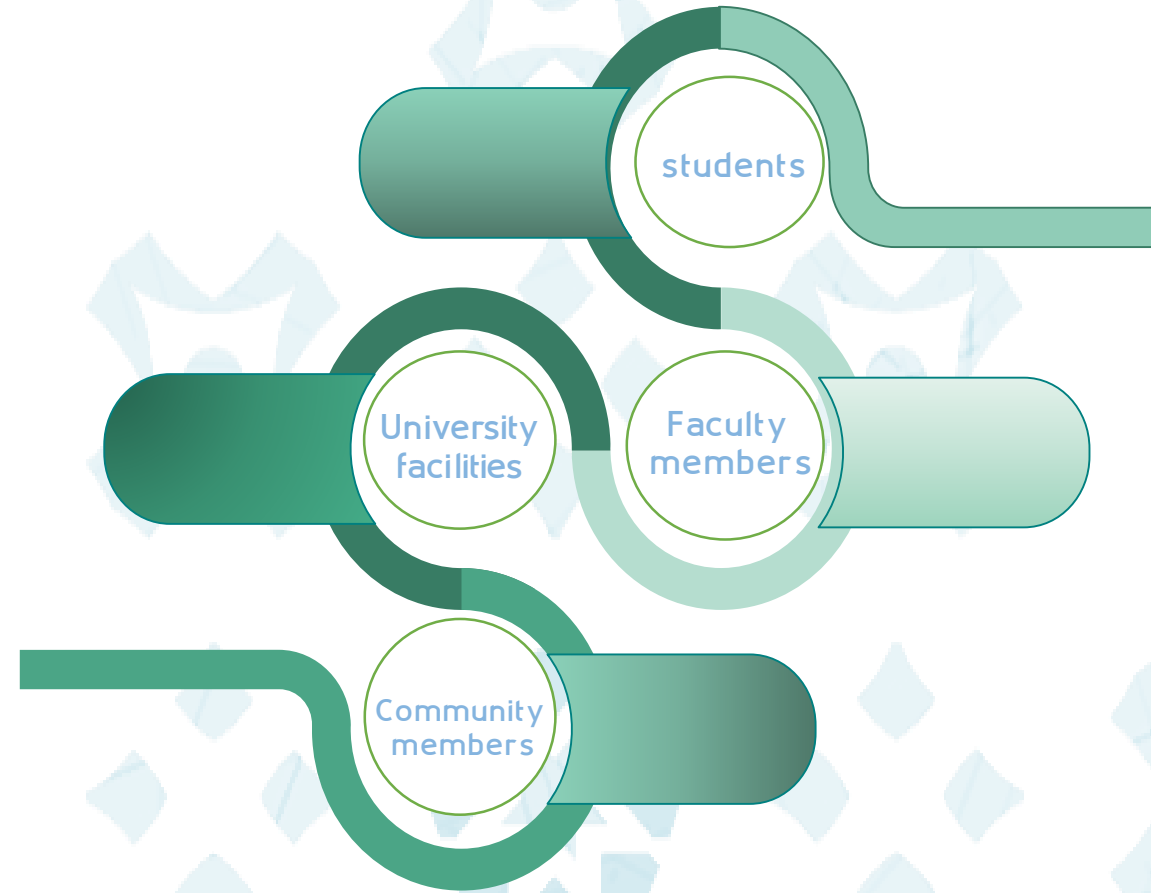


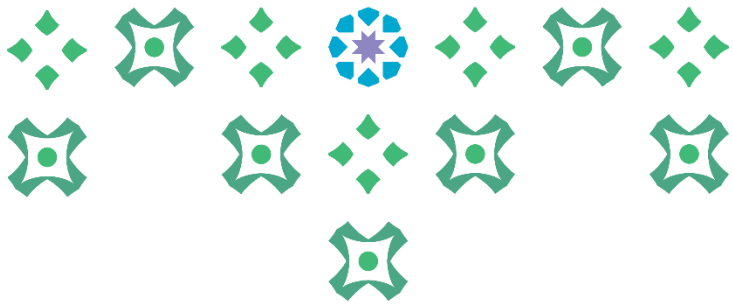
Project team

Team members may be from within the organization or from outside, such as suppliers, customers, the work team, Teamwork is when a group of people cooperate to work to achieve their goal, which is to complete the work and make it successful, but they must accept each other without creating any problems, disagreements, or trying to control. The ability to work in a team is a skill that a person needs in many jobs, and care must be taken in planning and preparing to implement the team's requirements and solve the problems they face.



Project targets



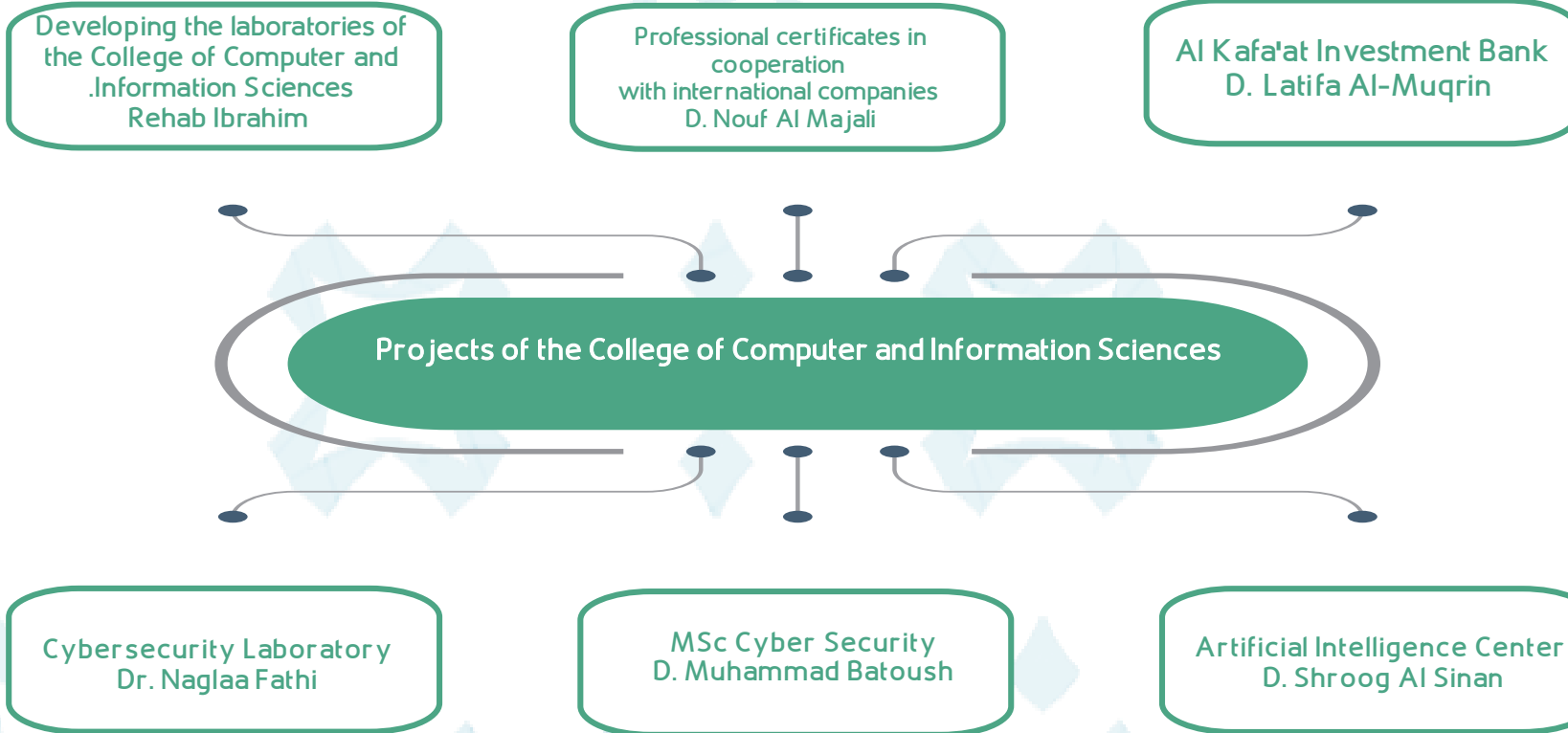
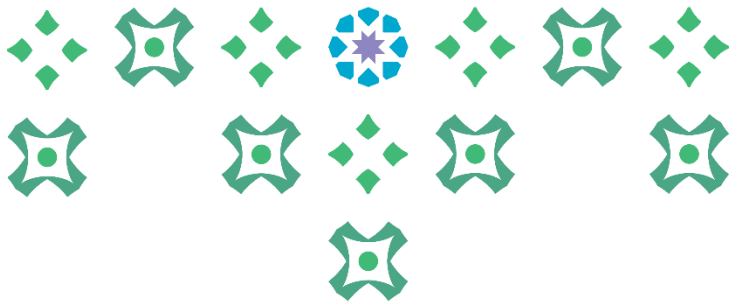


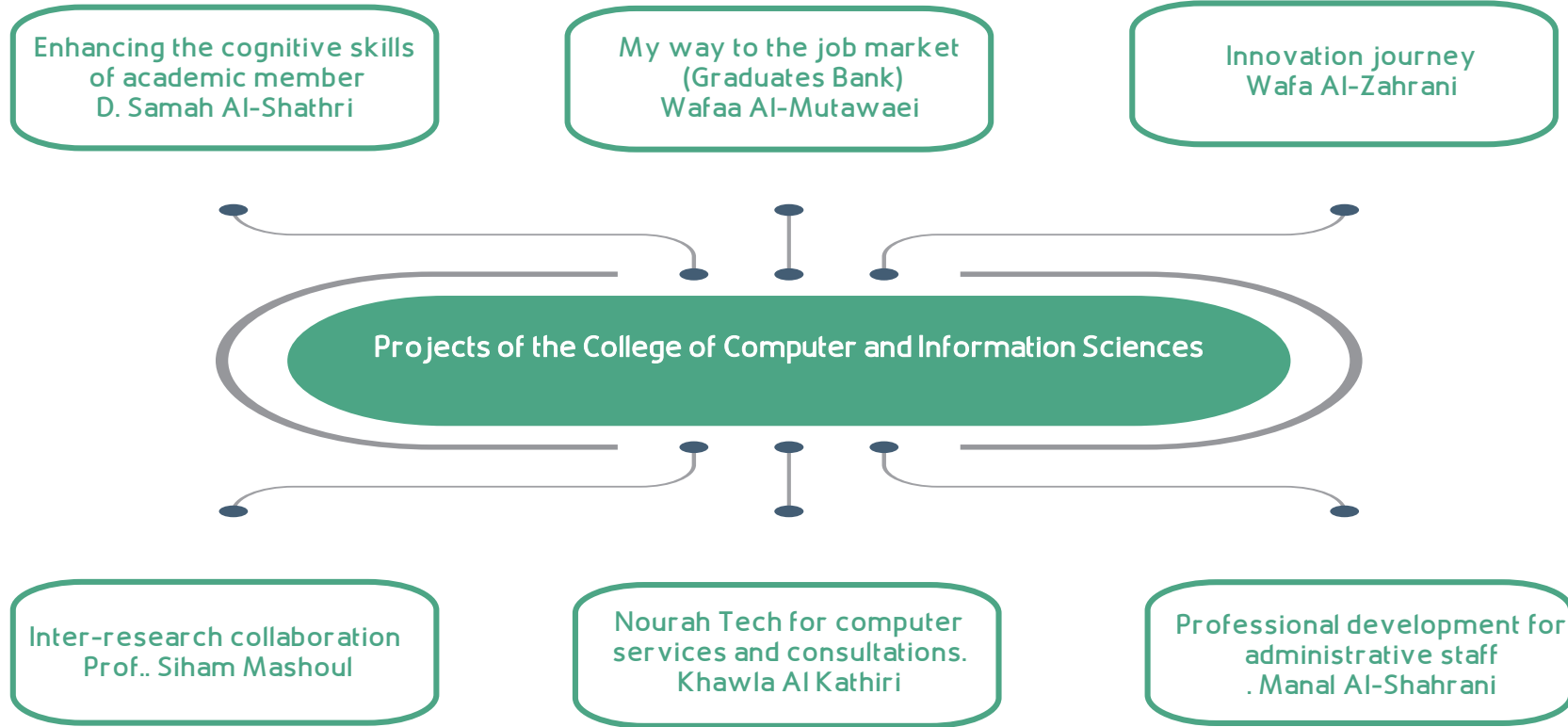
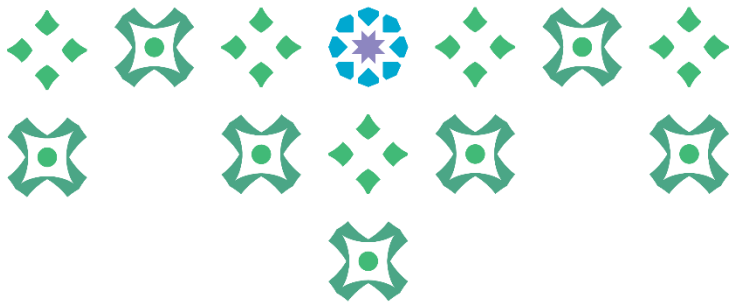
Partner platform

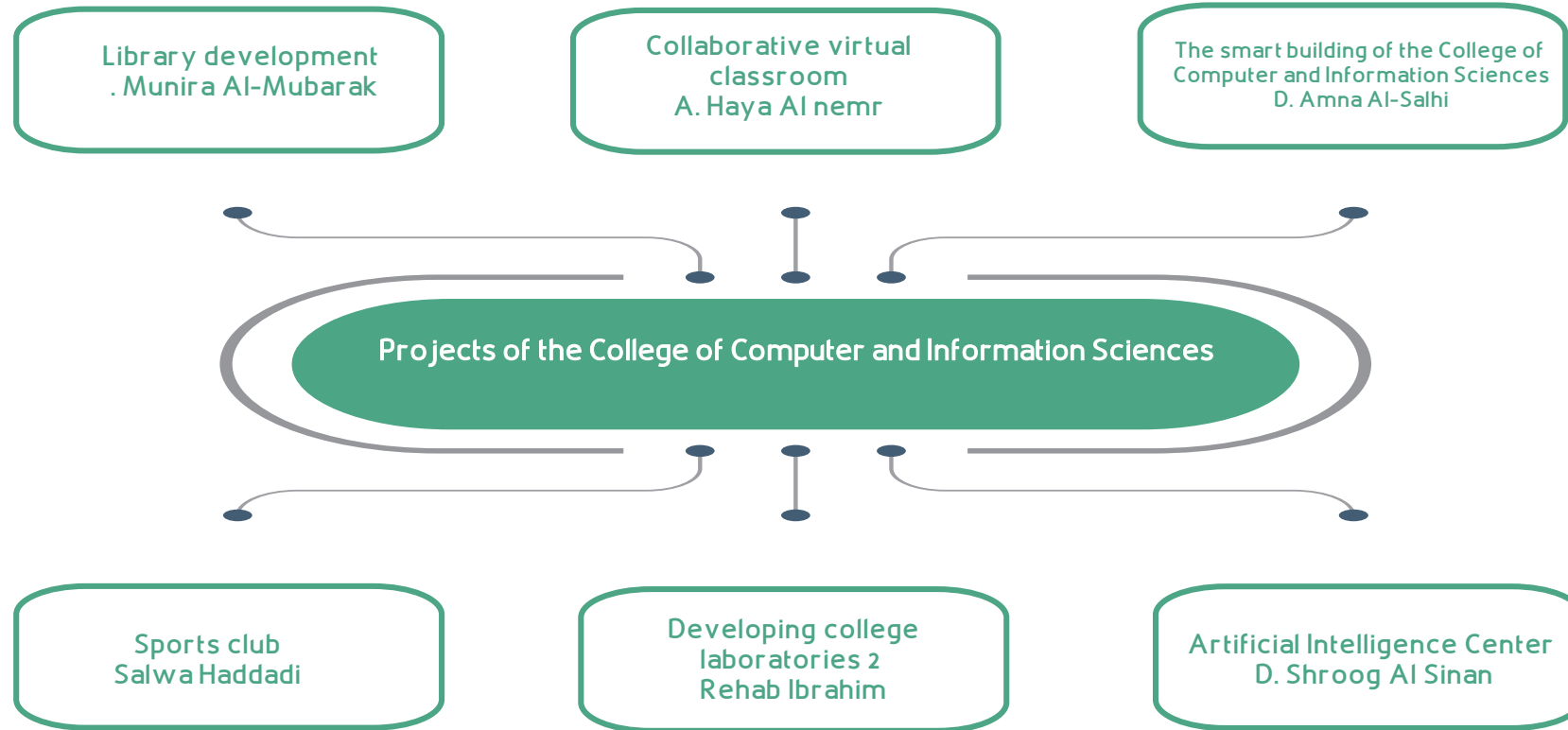
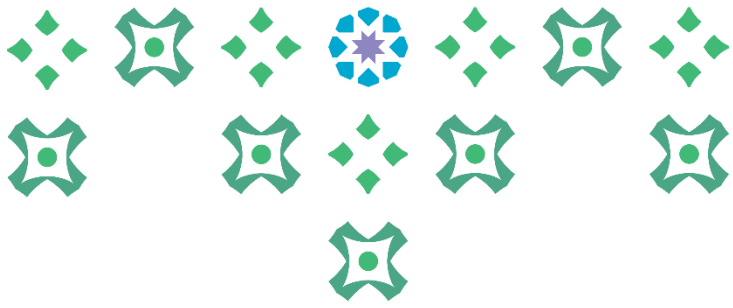
It is a platform that was carefully created and designed for submitting project applications. The university's Project Management Office receives applications, studies them, approves them, requests modifications, or rejects them.

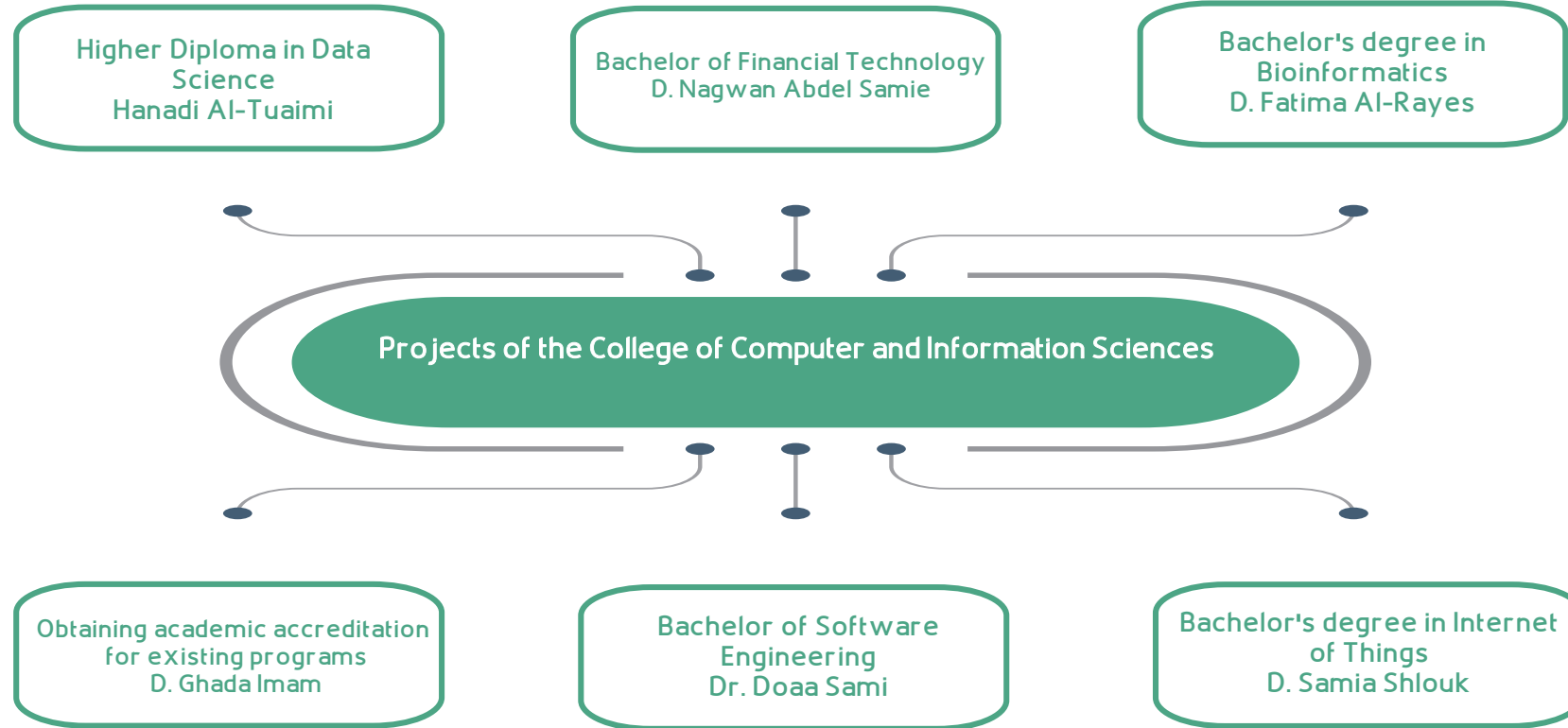
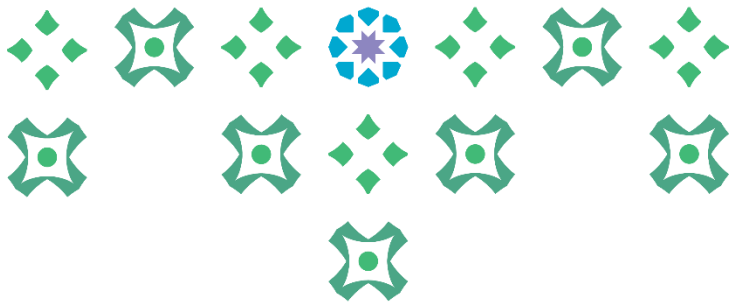
Uploading a project to the platform requires that it have an incubator, namely the college, department, or agency, and that it be compatible with the strategic plans of Princess Noura bent Abdul Rahman University. One of the basic requirements is appointing a project manager.

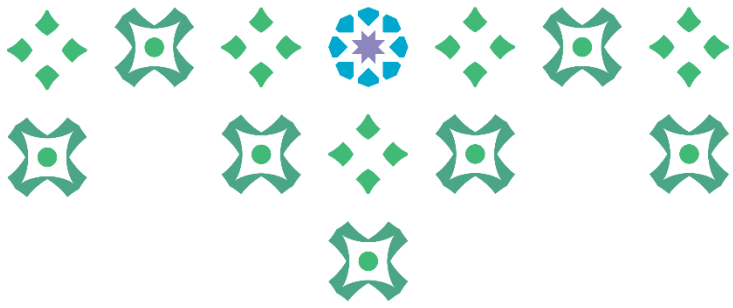






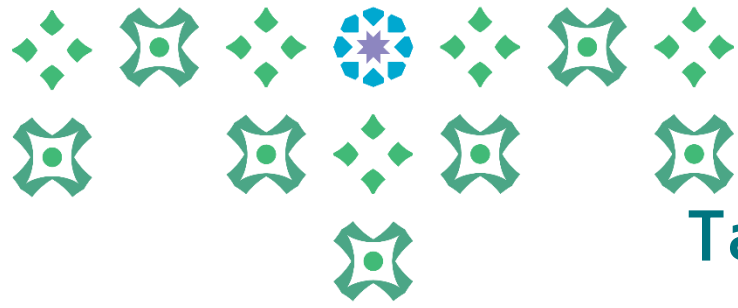






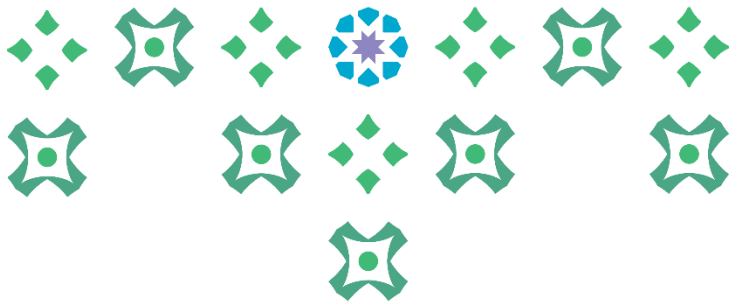
Office services for project manager

- Providing all organizational information related to projects and answering inquiries.
- Upload the submitted project to the partner platform and follow up on the project until approval.
- Follow up on the progress of the project from beginning to end and provide guidance if the project is exposed to urgent problems.
- The office is considered the link between the project manager and the university's project management office.

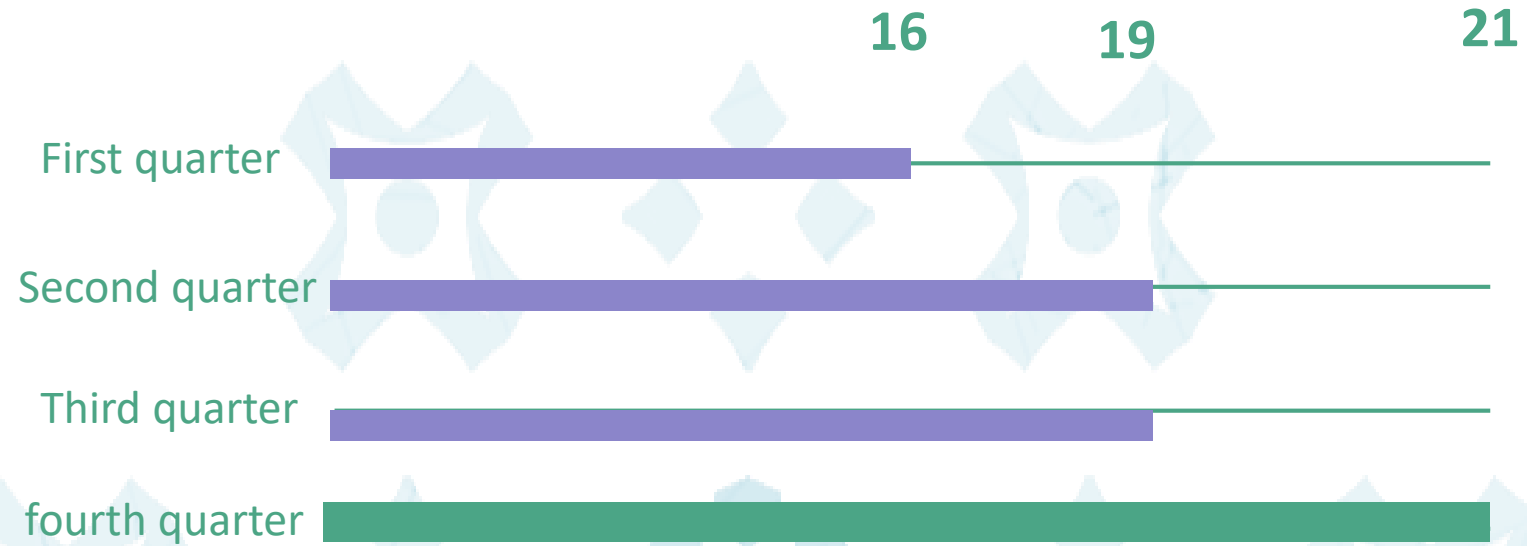


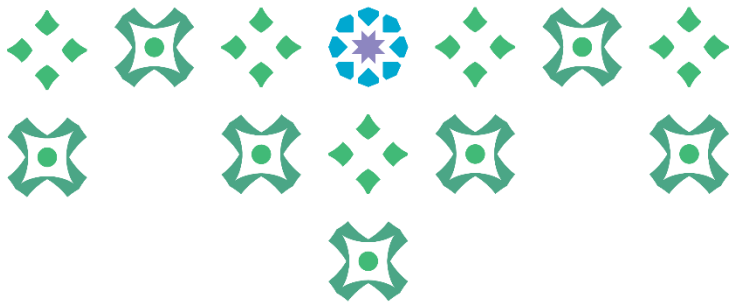
Tasks of the Project Management Department in general

- Selection of project managers for college projects and approval by the college dean
- Submitting college projects to a partner and following up on the projects
- Follow up on the completion rate of projects and communicate with project managers
- Follow up projects on the project management system
- Answering calls and emails related to projects of the College of Computer and Information Sciences



Project development chart for 2025





Do you have a question about the Business
and Project Management Office?

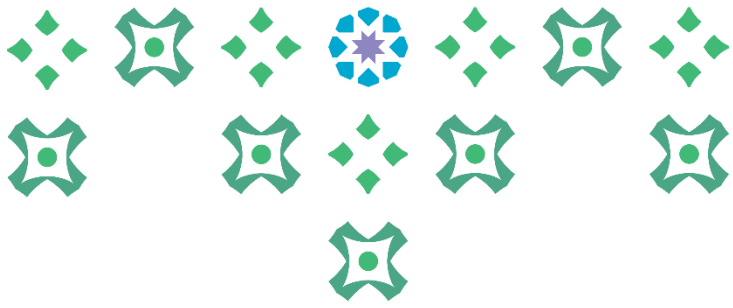
You can inquire by contacting us
Project Coordinator A. Khawla Al Kathir



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CCIS-PBM@PNU.EDU.SA



Roadmap

Excellence

cooperation

Sincerity



Competitive
ness

Innovation

Quality

Prepared
by Khawla
Al Kathiri

جامعة الأميرة
نورة بنت عبد الرحمن
كلية علوم الحاسب والمعلومات

