**Human Resource Plan**

**<Project Name>**

**Company Name**

**Street Address**

**City, State Zip Code**

**Date**

**Table of Contents**

[Introduction 3](#_Toc332206932)

[Roles and Responsibilities 3](#_Toc332206933)

[Project Organizational Charts 5](#_Toc332206934)

[Staffing Management 6](#_Toc332206935)

**Introduction**

The Human Resource Plan establishes a comprehensive strategy for managing and organizing the project team. It ensures that the person assigned to each position is appropriately qualified at the right time. By using the Human Resource Plan, the roles of the project manager and project team can effectively handle and oversee the project's progress. This plan helps the team members gain knowledge and understanding on their roles and responsibilities in the project. Also, as pushes for open communication within the team members, which opens to more information exchange and problem solving. Overall, the Human Resource Plan is essential in guiding the management and the project team. The implementation it enables shows an effective project management by giving clarity in each role and provides a detailed road map for managing the people, which helps toward the success of the project outcome.

# Roles and Responsibilities

1. **Project Manager**

The Project Manager is responsible for managing the project's scope and ensuring that it remains within the defined boundaries. This includes identifying and managing any changes to the scope, communicating scope changes to the team and stakeholders, and ensuring that the project's deliverables align with the scope. The Project Manager is also responsible for ensuring that the project is completed on time and meets the specified quality standards.

1. **Product Owner**

The Product Owner is responsible for defining and prioritizing the project requirements and ensuring that the final product meets the needs of the stakeholders. They work closely with the Project Manager and Scrum Team to ensure that the project deliverables align with the scope.

1. **Scrum Master**

The Scrum Master is responsible for facilitating the agile development process and ensuring that the team is following the Scrum framework. They work closely with the Project Manager and Product Owner to ensure that the project is progressing according to the defined scope. The Scrum Master is also responsible for identifying and managing any scope-related risks or issues.

1. **Scrum Team**

The Scrum Team is responsible for developing the project deliverables and working together with the rest of the team to ensure the success of the project. This includes understanding and adhering to the project's scope, identifying any scope-related risks or issues, and communicating these to the Project Manager and Scrum Master.

1. **Documentation Manager**

The Documentation Manager is responsible for managing the project documentation and ensuring that it is complete and accurate. They work closely with the Project Manager and team to ensure that all project documentation aligns with the scope.

1. **Stakeholders**

Stakeholders are responsible for providing input on the project's scope, including requirements and expectations. They are also responsible for accepting the project deliverables as defined by the project's scope. It is important for the Project Manager to communicate regularly with stakeholders to ensure that the project remains aligned with their needs and expectations.

1. **Class Adviser**

The Class Adviser is responsible for providing guidance and support to the Project Manager and team. They should ensure that the project aligns with any relevant academic requirements and provide advice on best practices for managing project scope.

1. **Project Adviser**

The Project Adviser is responsible for providing guidance and support to the Project Manager and team. They should ensure that the project aligns with the overall goals and objectives of the organization and provide advice on best practices for managing project scope.

# Project Organizational Charts

Project organizational chart of the Barangay South Signal Village Web Application provides a visual presentation of the project team, Team Developmentality, and the relationship with their client. The Product Sponsor is at the top of the organizational chart which provides resources and support for the project and is responsible for major decisions. Directly under the Project Sponsor is the Project Manager who oversees the project from planning through to closing phase. Under the Project Manager are the Product Owner who is responsible for maximizing the value of the product and managing the product backlog, Scrum Master who is facilitate the agile methodology among the team, removing any obstacles and ensuring the team adheres to its agreed processes, and the documentation manager who in charge of all documentation, ensuring all required information is recorded, organized, and maintained properly. The Scrum Members are attached directly to the Scrum Master who are responsible in developing the product and delivering the value.

# Staffing Management (Kins)

Staff Acquisition

For the Barangay South Signal Village Web Application, the project staff will be made up solely of internal resources. The project sponsor will be in charge of selecting and allocating staff members to specific roles within the barangay in accordance with their qualifications and experience.

Training

The training schedule will be finalized with the project sponsor after the project handover. Basic to intermediate guidance will be provided to ensure that the web application will be fully utilized, and all the functions will be properly used.

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

This free Project Human Resource Plan Template is brought to you by [www.ProjectManagementDocs.com](http://www.ProjectManagementDocs.com)