**Human Resource Plan**

**<Project Name>**

**Company Name**

**Street Address**

**City, State Zip Code**

**Date**

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**Introduction (Dale)**

This section explains the purpose and importance of having a human resources management plan. It should provide a general description of what the plan includes and explain how the project manager and project team can use the plan to help them manage the project effectively.

# Roles and Responsibilities (Cess)

Roles and responsibilities of team members and stakeholders must be clearly defined in any project. Depending on the organizational structure, project team members may represent many different groups/departments and act in the interest of different functional managers. Additionally, team members may have varying degrees of authority and responsibility. When listing roles and responsibilities the following should be included:

* Role – description of the portion of the project for which the member is accountable
* Authority – the level at which the member may make decisions, apply project resources, or make approvals
* Responsibility – the work a team member must perform to complete assigned work activities
* Competency – the skill(s) required to complete assigned project activities

# Project Organizational Charts (Jake)

This section provides a graphic display of the project tasks and team members. The purpose of this is to illustrate the responsibilities of team members as they relate to the project tasks. Tools such as responsible, accountable, consult, inform (RACI) or responsibility assignment matrix (RAM) may be used to aid in communicating roles and responsibilities for the project team. Additionally, organizational or resource breakdown structures may be used to show how responsibilities are assigned by department or by type of resource respectively. It should be noted that the level of detail may vary depending on project complexity.

# Staffing Management (Kins)

This section contains information on several areas including: when and how human resource requirements will be acquired, the timeline for when resources are needed and may be released, training for any resources with identified gaps in skills required, how performance reviews will be performed, and the rewards and recognition system to be used. It is important to note that depending on the scope of the project there may be other items included in staffing management (government and/or regulatory compliance, organizational health and safety, etc).

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

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