**Human Resource Plan**

**<Project Name>**

**Company Name**

**Street Address**

**City, State Zip Code**

**Date**

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**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 (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

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)

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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