**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

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 Project Sponsor. 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 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. **Project Sponsor**

The Project Sponsor is responsible for providing input on the project's scope, including requirements and expectations. Also, responsible for accepting the project deliverables defined by the project's scope. It is important for the Project Manager to communicate regularly with Project Sponsor to ensure that the project remains aligned with their needs and expectations.

# 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)

The Barangay South Signal Village Web App Team’s Staffing Management Plan will be extensively examined and monitored since it is crucial to the project's successful deployment. It consists of the techniques and procedures the team will use to secure, manage, and release employees over the course of the project.

* The project sponsor will secure the required personnel for the project. This will guarantee that the roles will be filled with the necessary skills and responsibilities. Internal resources will make up most of the workforce responsible for managing the web application's use and maintenance.
* Training will be provided by the team to each of the designated staff that will handle the web application. This will guarantee that the web application will be utilized to its fullest extent and lower any risk that could arise from a lack of training.
* Performance reviews will be used and monitored often. This is done to evaluate each team member's contribution to the project. The performance reviews will act as a report to ensure that the team is fulfilling the requirements and goals of the project.

The project owner will continually review the project's requirements, scope, and objectives to see if any new information needs to be included in the staffing management plan. It is important to review the project’s scope since it will determine if other items will be included in the staffing management plan such as government regulations. Government regulations may be a consideration since the project is for a barangay. These regulations primarily involve data privacy and security and the requirements and specifications for a government owned web-application.

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

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