**6.5 Staffing Management Plan**

6.5.1 Introduction

The human resource management strategy is critical for finding, assigning, and managing resources are described in the staffing management plan. It guarantees that the correct people with the necessary experience and abilities are given project roles and responsibilities. This strategy is to maximize resource use, encourage good communication, and support the project's successful execution.

By following this plan, the product owner and development team can successfully manage the project by making sure that everyone on the team is aware of their respective roles and responsibilities, that communication is clear and effective, and that performance is tracked and managed in a way that supports the project's success.

6.5.2. Roles and Responsibilities

An effective human resources management plan is crucial for the successful completion of any project. The terms "roles and responsibilities" are used to describe the tasks, obligations, and areas of responsibility given to people or teams working on the project. These roles and duties are crucial for the project's successful execution and seamless execution. Roles and duties in consolidated project management are described as follows:

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| **Role** | **Authority** | **Responsibility** | **Competency** |
| Project Sponsor | The one’s responsible for initiating, ensuring, and approving of the project. | Ensures that the project funding model and approves sources of financing. Assists the team and the product owner. | Maintaining strong leadership qualities and the capacity for strategic thought, as well as the capacity for effective stakeholder communication. |

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| Product Owner | Has the authority to make decisions regarding the product backlog, product vision and the prioritization of requirements and features. | To represent the interests of the stakeholders and ensure that the product meets their needs and expectations. They are responsible for defining and prioritizing the product backlog, ensuring that it is visible, transparent, and understood by the development team. | The Product Owner should have the ability to prioritize effectively, balancing competing interests and managing the product backlog to maximize value. |

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| Project Manager | Making the decision for the project and responsible for designating task | Control and oversee all aspects of the project, including its planning, requirements gathering, system design, system development, implementation, and project management. Make sure that the project’s goals are attained on schedule, within budget, and with the appropriate level of quality. | Has a solid understanding of project management principles, methodologies, and best practices. |
| Project Documentation Manager | The Project Documentation Manager has the authority to establish and enforce documents management policies and procedures within the project | The Documentation Manager is responsible for planning the documentation activities throughout the project lifecycle. This includes identifying documentation needs, setting priorities, and establishing timelines | The Documentation Manager should possess strong writing skills, technical understanding, and knowledge of industry-specific documentation standards. |
| Scrum Master | The Scrum Master has the authority to facilitate the Scrum process, ensuring that the team adheres to Agile principles and follows Scrum practices. | The primary responsibility of a Scrum Master is to facilitate the Scrum process, including organizing and facilitating Scrum events to ensure effective collaboration and progress | The Scrum Master must have a deep understanding of Agile principles and Scum practices. They should be well-versed in Scrum artifacts, ceremonies, and roles. |
| Quality Assurance | Has the authority to ensure that established quality standards, processes, and methodologies are followed throughout the project lifecycle. | Perform various types of testing, such as functional testing, integration testing, performance testing, and user acceptance testing, to ensure software quality. | Effective communication and collaboration skills to work closely with development teams, stakeholders, and other project members. |
| Developer | Developers have the authority to identify and resolve technical issues, bugs, and challenges encountered during the development process. | Collaborate with team members, including business analysts, designers, and testers, to ensure effective coordination and delivery of project tasks. | Areas enables a developer to effectively carry out their responsibilities, contribute to the successful implementation of software solutions, and ensure the delivery of reliable and high-quality software. |

6.5.3 Project Organizational Charts

Project organizational chart of the Inventory and Ordering system provides a visual representation of the project team and the relationships between the key stakeholders. They show the duties and tasks of those participating in the project. The charts enable efficient communication and decision-making while clearly illustrating the project team's makeup.

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6.5.4 Staffing Management

The Staffing Management Plan for the Inventory and Ordering System project is a critical component in ensuring the successful execution of the project. It outlines the strategies and processes for acquiring, managing, and releasing human resources throughout the project lifecycle.

* To address any skill gaps identified, appropriate training will be provided to enhance knowledge and capabilities. This includes both on-the-job training and formal training programs.
* Regular performance reviews will be conducted to evaluate team members' performance and identify areas for improvement. These reviews will provide feedback on how well team members are meeting project expectations and objectives.
* To acknowledge and motivate outstanding performance, a rewards and recognition system will be implemented. This may include bonuses, promotions, and other incentives.

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| **Role** | **Project Responsibility** | **Skills Required** | **Number of**  **Staff** | **Performance Reviews** | **Recognition and Rewards** |
| Product Owner | Ensuring that the product meets the needs and expectations of stakeholders. | Excellent communication and collaboration skills.  Strong problem-solving and analytical skills.  Strong leadership and decision-making skills. | 1 | The project manager will conduct regular performance  reviews with team members  to assess their progress, provide feedback, and address any issues. | The product owner will implement a recognition and rewards system to  motivate  team members and encourage high performance. |
| Scrum Master | They provide coaching and guidance to the team members on self-organization, cross-functionality, and continuous improvement. | Leadership    Communication  Problem Solving  Analytical Skills | 1 | The project developer will  work with team members  to set achievable performance goals and track their progress | This can include acknowledgment for exceptional coding skills, solving complex technical problems, delivering high-quality software, and meeting project milestones. |

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| Project Manager | Collaborating with stakeholders to gather requirements and understand project goals.    Participating in project planning, estimation, and task allocation. | Technical skills related to the project.    Communication    Collaboration and teamwork    Problem-solving    Time management | 1 | These reviews evaluate their technical skills, teamwork, adherence to project timelines and quality standards, problem-solving abilities, and overall project delivery. | Rewards may include bonuses, promotions, certificates, or opportunities for career growth within the organization. |
| Project Sponsor | Allocate resources and secure funding for the project. Act as the primary point of contact between the project team  and senior  management    Monitor project progress and provide guidance and support to the project team | Leadership    Strategic thinking    Communication | 2 | The review process may consider the Sponsor's ability to contribute to project success and stakeholder satisfaction. | Rewards may include acknowledgment from senior management, promotions, bonuses, or other forms of recognition based on their contribution to project success and overall organizational benefits. |
| Project Documentation Manager | Create, review, edit, and manage project documentation such as project plans, requirements documents, user manuals, technical specifications, and other relevant documentation. | Communication    Collaboration and teamwork  Risk  management | 1 | Focus on the quality and accuracy of project documentation, adherence to documentation standards, ability to meet deadlines, and effective communication and collaboration with team members. | Opportunities for career advancement, such as promotions or leadership roles in documentation management. |
| Developer | Collaborate with team members, including business analysts, designers, and testers, to ensure effective coordination and delivery of project tasks. | Technical skills related to the project.    Communication    Collaboration and teamwork    Problem-solving | 1 | Focus on technical proficiency, ability to meet project deadlines, code quality, and collaboration within the team. | Opportunities for career advancement, such as promotions or specialized roles in software development. |
| Quality Assurance | Perform various types of testing, such as functional testing, integration testing, performance testing, and user acceptance testing, to ensure software quality. | Ability to analyze complex problems, troubleshoot issues, and provide effective solutions. | 1 | Focus on the accuracy and testing, defect identification and management, adherence to quality standards, and collaboration within the team. | Opportunities for career advancement, such as promotions or specialized roles in quality assurance or software testing. |