HUMAN RESOURCE PLAN
RAMKOLEK: DOCUMENT MANAGEMENT SYSTEM FOR PROJECT DOCUMENTATION PAPERS SUBMISSION

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Introduction

The Human Resource Plan provides a roadmap of managing individuals that are involved in the progress of the project, Ramkolek: Document Management System for Project Documentation Papers Submission. This outlines the roles and responsibilities involved in the project. This plan will help the team to understand their individual responsibilities and avoid miscommunication. This will also help our Project Manager to delegate the tasks and track the progress of the members.

ROLES AND RESPONSIBILITIES

This section provides information on the roles and responsibilities of team members and stakeholders. Team members have the following levels of authority and responsibility.

Stakeholder Roles and Responsibilities:

This table provides information about the stakeholders, their authority, and responsibility to progress the project.

Name	Department / Company	Position	Authority	Responsibility
Sir Manuel Sebastian Sanchez	SOCIT	PBL Coordinator	High	Provides information, approves deliverables
Sir Leonardino Lapira	English Cluster	English Cluster Head	Medium	Provides information about proof reading process
Sir Jojo Castillo	ITRO	Executive Director	Medium	Provides information, supports development, and has a high influence on ITRO department
John Angelo		Student	Medium	Provides information on documentation submission

Ms. Maylene Mallari	Library	Head Librarian	High	Provides information about the archival process for documents
Ms. Rhea-Luz Valbuena	SOCIT	Executive Director	High	Provides information on areas to improve
Adrian Thomas Badong		Student	Medium	Provides information on documentation submission

Table 1Stakeholder Roles and Responsibilities

Team Member Roles and Responsibilities

This table provides information on the roles and responsibility of each member in handling the tasks assigned to them, providing their expertise in a particular area relevant to the project.

Role	Description	Authority	Competency
Product Owner/ Developer	Manages the project, directs the team, and communicates with stakeholders.	High	Project Management and Time Management
Scrum Master/ Developer	Facilitates meetings and works on documentation	High	Project Management and Time Management, Research Skills, Critical Thinking and Problem-Solving
Developer	Works on deliverables	High	Research Skills, Critical Thinking and Problem-Solving

Table 2Team Member Roles and Responsibilities

PROJECT ORGANIZATIONAL CHARTS

The Organizational Breakdown Diagram is how responsibilities are assigned by department.
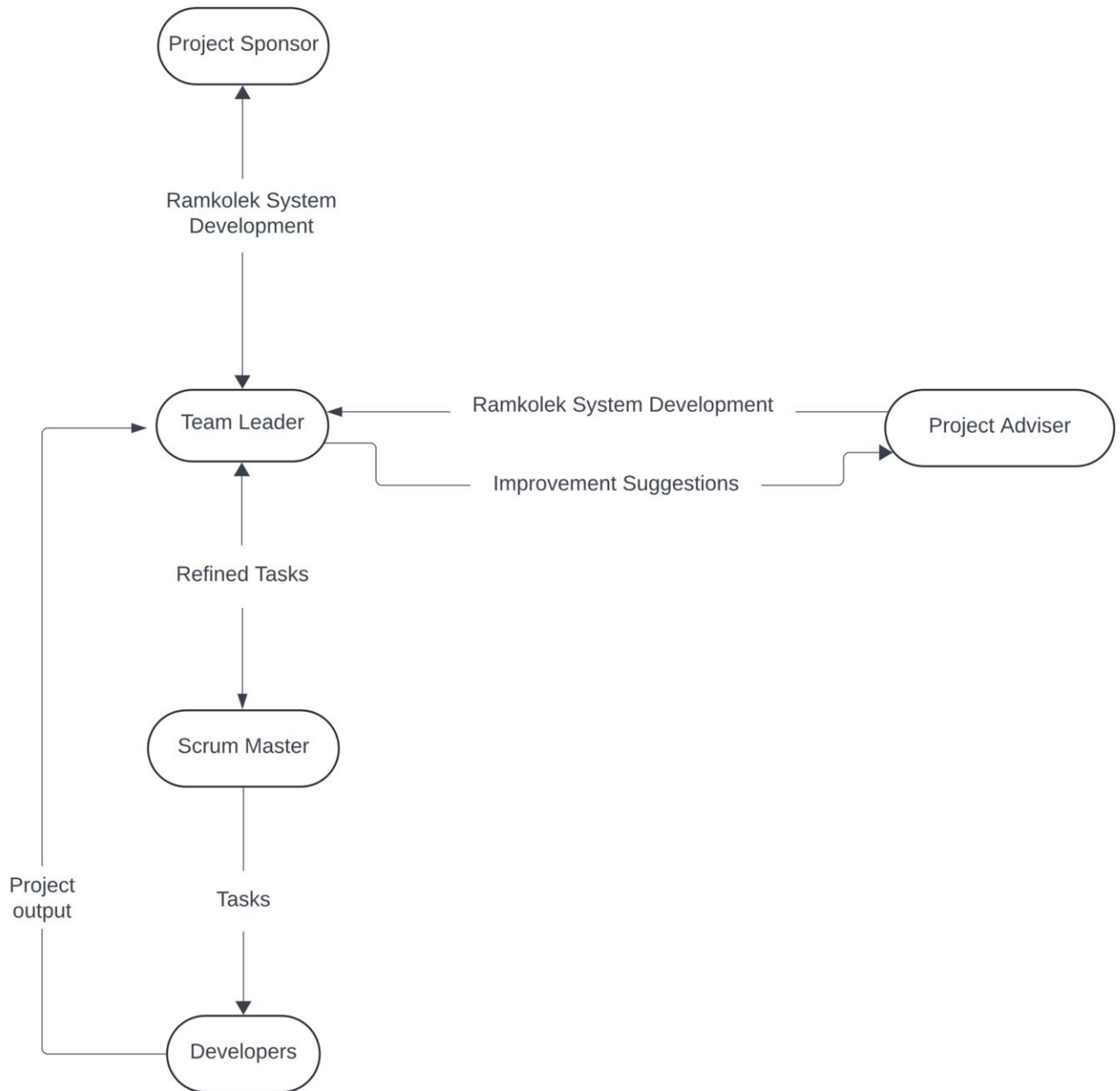

Figure 1 Organizational Chart

STAFFING MANAGEMENT

1. **Human Resource Requirements.** This phase is the initiation in which provides the project team's requirements to define project goals, objectives, and bring deliverables.

Roles	Requirements
Product Owner	Creates the backlog items, communicates with stakeholders
Scrum Master	Communicates with stakeholders, and monitors tasks by guiding team meetings
Developer	Creates deliverables (documentation, project output) for the project to progress, Developers write and execute tests to ensure their code functions as intended.

2. **Human Resource Planning.** This section provides planning information on ways of acquiring human resources to ensure achieving the goal of the project.

   Resource Management
   This is for when the project needs more talent to progress. This plans how to handle and support individuals that have the right skill for the project.

   1. **Brand the project to be Employable.** This is to market Job Posting through Linkedin, indeed, and Glassdoor.
   2. **Hiring Process**. The Product Owner creates a talent pipeline in which they source potential candidates from the Job Postings.
   3. **Screening Process**. This is to identify and assess the candidates by interviews and their skills and experience should align to the responsibilities for their roles.
   4. **Training**. This entails the new talent to be introduced to their role and responsibilities. It is also included that they should be trained in the project tools, and application that is needed to their role.

3. **Regulating Candidates.** This is to ensure that the team members stay on the project's goal and ambition.
   1. **Status Weekly Reports.** This is the weekly progress report that highlights what they have finished, plan to do, and their blockers.
   2. **Team Meetings.** This includes scrum meetings, product backlog refinement meeting, sprint review meetings, and sprint planning meeting to identify blockers, updates on the project.

4. **Evaluation.** In this phase finalizes the performance of the candidate where the candidate is fit to the project's goal and to the team members' culture.
    1. **Deliverables.** The candidate has provided their project output that contributes to the project.
    2. **Peer Evaluation.** This offers insights from the employee in terms of communicating with others. This also provides feedback on areas to improve.

Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Manuel Sebastian Sanchez
Asia Pacific College – PBL Coordinator