**Resource Management Plan**

**<ReqM Tool>**

**NTT Data Romania**

**Street Constanta 19-21**

**Cluj Napoca City, 400158**

**2019**

**Table of Contents**

[1 Introduction 3](#_Toc6072668)

[2 Roles And Responsabilities 4](#_Toc6072669)

[3 Project Organizational Charts 5](#_Toc6072670)

[4 Sponsor Acceptance 6](#_Toc6072671)

# Introduction

Human resources management is an important part of the ReqM Tool Project. The human resources management plan is a tool which will aid in the management of this project’s human resource activities throughout the project until closure. The human resources management plan includes:

* Roles and responsibilities of team members throughout the project
* Project organization charts
* Staffing management plan to include:
  1. How resources will be acquired
  2. Timeline for resources/skill sets
  3. Training required to develop skills
  4. How performance reviews will be conducted
  5. Recognition and rewards system

The purpose of the human resources management plan is to achieve project success by ensuring the appropriate human resources are acquired with the necessary skills, resources are trained if any gaps in skills are identified, team building strategies are clearly defines, and team activities are effectively managed.

# Roles And Responsabilities

The roles and responsibilities for the ReqM Tool Project are essential to project success. All team members must clearly understand their roles and responsibilities in order to successfully perform their portion of the project. For the ReqM Tool Project the following project team roles and responsibilities have been established:

**Project Manager (PM), (1 position):** responsible for the overall success of the Software Upgrade Project. The PM must authorize and approve all project expenditures. The PM is also responsible for approving that work activities meet established acceptability criteria and fall within acceptable variances. The PM will be responsible for reporting project status in accordance with the communications management plan. The PM will evaluate the performance of all project team members and communicate their performance to functional managers. The PM is also responsible for acquiring human resources for the project through coordination with functional managers. The PM must possess the following skills: leadership/management, budgeting, scheduling, and effective communication.

**Software and Architecture Coordinators (5 positions):** responsible for gathering coding requirements for the Software Upgrade Project. This group is responsible for all upgrade design, coding, and testing of the upgraded software.

This group will assist the implementation lead in the distribution and monitoring of the software upgrades throughout the network infrastructure. Also they are responsible for timely status reporting to the PM as required by the communications management plan.

Here are included trainings needed for the students (if necessary).

**Software Developers (2 positions):** The Human Resources Department needs to aquire two students that needs to poses advanced C# programming language skills.

A written test will be defined to aquire two students from a larger group.

# Project Organizational Charts

The following RACI chart shows the relationship between project tasks and team members. Any proposed changes to project responsibilities must be reviewed and approved by the project manager. Changes will be proposed in accordance with the project’s change control process. As changes are made all project documents will be updated and redistributed accordingly.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Project Manager | Coordinator | Software developer |
| Requirements Gathering | A | R | I |
| Coding Design | R | A | I |
| Coding Input | I | R | A |
| Software Testing | R | A | C |
| Network Preparation | R | A | R |
| Implementation | A | C | R |
| Conduct Training | R | A | I |

Key:

R – Responsible for completing the work

A – Accountable for ensuring task completion/sign off

C – Consulted before any decisions are made

I – Informed of when an action/decision has been made

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Bogdan Cunita

Project Manager