**Human Resource Plan**

**Shrine of the Five Wounds: A web-based Church Request Management System**

**ASIA PACIFIC COLLEGE**

**3 Humabon Place, Magallanes**

**Makati City, 1232**

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**Introduction**

A human resources management plan is essential for the successful execution of any project, including the web-based church request management system for the Shrine of Five Wounds of our Lord Jesus Christ. This plan serves as a strategic tool for organizing and guiding the project team, ensuring that individuals with the necessary qualifications are assigned to suitable roles. It encompasses the establishment of effective communication channels, clarification of responsibilities, and implementation of performance management strategies.

# Roles and Responsibilities

This strategy outlines the authority levels and decision-making capabilities of each team member, facilitating efficient resource allocation and utilization. It guarantees that individuals are assigned roles according to their expertise, thereby enhancing the project's overall success.

The following table presents the key roles and their associated authorities, responsibilities,

and competencies within the human resources management plan:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **ROLE** | **AUTHORITY** | **RESPOSIBILITY** | **COMPETENCY** |
| Bon Gryan Daggao | Project Manager & Full Stack Developer | Holds decision-making power over project planning, execution, and deployment. Has authority to guide and allocate tasks within the developer team. | Is responsible for overseeing the entire project from planning, executing, and deploying. Moreover, he is responsible for overseeing the development of the front-end and back-end and helping guide the developer team with their tasks. | Proficient in project management, full-stack development, and team leadership. |
| Reiner Gena | Scrum Master & Documentation Specialist | Holds authority in facilitating Agile methodology and ensuring adherence to Scrum practices. Has the authority to enforce deadlines and quality standards for documentation. | Is responsible for facilitating Agile methodology, ensuring the team adheres to Scrum practices, and ensuring the team delivers their deliverables on time. Moreover, he oversees each member's assigned documents, ensuring the quality of the documents being submitted and ensuring they adhere to the scope of the project. | Experienced in Agile methodologies and Scrum practices. Proficient in documentation and reporting tools. |
| Jarvis Carpo | Stakeholder Coordinator & Front-end Developer | Authorized to communicate with clients and project advisers. Has decision-making power in stakeholder coordination activities. | Is responsible for coordinating with the client and project adviser, ensuring effective communication between the team and stakeholders. Additionally, he is part of the development team as a front-end developer focusing on creating the user interface of the system. | Proficient in client communication and stakeholder management. Skilled in front-end development technologies and frameworks. |
| Kimberly Ann Altea | Product Designer & Front-end Developer | Holds authority in UI design decisions and front-end development guidance. Has the authority to influence design directions. | Is responsible for designing the User Interface of the system and guides the front-end development process by collaborating closely with front-end developer to implement designs effectively. | Experienced in UI/UX design principles and tools. Proficient in front-end development languages and frameworks. |
| Vince Edward Tan | Documentation Assistant & Back-end Developer | Authorized to coordinate documentation processes and ensure organizational standards are met. Has decision-making power in documentation-related matters. | Is responsible for coordinating the documentation process with the Documentation Specialist, ensuring that all project-related documentation is maintained and organized in accordance with the planned scope. Additionally, he contributes to the back-end development of the system. | Skilled in documentation management tools and processes. Proficient in back-end development technologies and database management. |
| Carlo Dominic Santos | Back-end | Holds authority in back-end development decisions and integration processes. Has decision-making power in architectural and database-related aspects. | Is responsible for the back-end development of the system from creating server-side logic, database management, and ensuring proper integration of the system’s front-end components. | Experienced in back-end development languages and frameworks. |

# Project Organizational Charts

The Shrine of the Five Wounds project organizational chart shows the connection between the major stakeholders and the project team in a visual manner. Positioned at the top of the chart usually are the project sponsor and the project manager, who oversee the distribution of resources, scope, and timeline. It may also be possible to include an internal user of the system, like the 6SENSE Team, to offer feedback on the system needs and take part in user testing. Clients and staff at the Shrine of the Five Wounds are two additional external users of the system that could be included to offer feedback on the functionality and value of the system. By making each stakeholder’s duties and responsibilities clear, the organizational chart makes sure that everyone is in line with the project’s goals and objectives.

Ms. Malatag - Project Sponsor

Bon Gryan Daggao - Project Manager

6SENSE Team

(Internal Users)

Shrine of the Five Wounds Staff

(External Users)

Shrine of the Five Wounds Users

(External Users)

# Staffing Management

A key element of ensuring the project's successful completion is the Shrine of the Five Wounds Staffing Management Plan. It includes plans and procedures for collecting, overseeing, and deploying human resources at every stage of the project's development.

* To guarantee that the necessary knowledge and experience will be available when needed, human resources will be gathered as soon as possible. This might include utilizing internal employees, hiring contractors, or recruiting new workers. The scheduling of the project will be in accordance with the resource acquisition timeline to ensure timely supplies.
* Team members who have areas of weaknesses will receive training to make up for them and guarantee they have the knowledge and skills needed to carry out their tasks successfully. This could include a mix of official training programs and on-the-job training.
* The team will undergo regular performance evaluations to assess each member’s performance, identify areas for improvement, and offer input on how well they match project goals and criteria.
* To acknowledge and promote exceptional accomplishment, a system of awards and recognition will be put in place. Rewards to promote a positive work environment could include bonuses, promotions, and other considerations.

It is important to remember that, depending on the project’s size, staffing management might involve other factors including organizational health and safety, regulatory and/or legal compliance, and government compliance. The Shrine of the Five Wounds project’s implementation is dependent upon the industry and region’s specific needs and restrictions. If the project is subject to rules and regulations regarding data security and privacy, government and regulatory compliance may be considered. Consideration for organizational health and safety may also be necessary if the project requires the use of tools or technologies that might threaten team members.

The Staffing Management Plan will be constantly assessed and revised as needed to ensure it stays in line with the project's objectives and requirements. A thorough examination of the project’s unique specifications and regulations is essential for the project manager to determine if the Staffing Management Plan must include any new elements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role | Project Responsibility | Skills Required | Number of Staff (required) | Performance Reviews | Recognition and Rewards |
| Project Manager | Efficiently plan, carry out, and close projects  Ensure the project achieves its objectives and goals.  Manage project risks and problems.  Coordinate with stakeholders and team members. | Leadership  Communication Problem-solving  Time management  Technical skills related to the project | Depends on the scope and requirements of the project.  Determined to collaborate with other stakeholders | Conducts regular performance reviews with team members to evaluate their progress, provide feedback, and address any issues. | The project manager will implement a recognition and rewards system to motivate team members and encourage high performance. |
| Project Team Leader | Lead a project team and ensure the project is delivered on time, within budget and to the required quality standards.  Define the project objectives and develop a detailed project plan.  Monitor and manage project risks, issues, and dependencies. Communicate project progress and status to stakeholders and senior management. Manage project scope, budget, and resources | Leadership Communication Planning and organizing  Risk management Budget management Technical skills related to the project | Depends on the scope and complexity of the project. Determined in collaboration with other stakeholders | The project leader will work with team members to set achievable performance goals and track their progress throughout the project. | The project leader will implement a recognition and rewards system to motivate team members and encourage high performance. |
| Project Team Member | Collaborate with other team members to achieve project goals.  Complete tasks assigned by the project leader or manager.  Report progress and status to the project leader or manager. Participate in project meetings and contribute to discussions.  Manage their time and work effectively to ensure project tasks are completed on time and within budget | Technical skills related to the project.  Communication Collaboration and teamwork  Problem-solving  Time management | Depends on the scope and complexity of the project. Determined in collaboration with other stakeholders | The frequency and format of performance reviews will be determined based on the project’s needs and the company’s policies. | The project leader or manager will implement a recognition and rewards system to motivate team members and encourage high performance. |
| Executive Sponsor | Provide strategic direction and leadership for the project.  Ensure the project is aligned with the organization's goals and vision.  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 Decision-making Risk management Budget management | The executive sponsor is typically a high-level executive or member of the board of directors. May be supported by a project management office or other support staff | The executive sponsor may conduct performance reviews of the project leader or manager to ensure they are meeting the organization's standards and goals for the project. They may also receive updates and progress reports from the project leader or manager | The executive sponsor may recognize and reward the project team for their achievements and progress towards the project’s goals.  They may also provide career growth and development opportunities for the project team members and the project leader or manager. |

**Sponsor Acceptance**

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Description automatically generatedApproved by the Project Sponsor:

Date: June 26, 2024

Princess Malatag

Church Secretary