

STAFFING MANAGEMENT PLAN
Tracking Activity Project Management

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May 2023

Introduction

Any project's success depends on a solid management plan. It helps to ensure that the right people with the correct qualifications are in the right place at the right time and serves as a model for how the project team will be managed and organized. The strategy includes roles and responsibilities, communication procedures, and performance management standards. With the help of this plan, the project manager and project team can manage the project in an efficient manner, making sure that everyone on the team is aware of their duties and responsibilities, that communication is clear and effective, and that performance is tracked and managed in a way that supports the project's success as a whole.

Roles and Responsibilities

Any project must have a strong management plan in place to be successful. To ensure that everyone is aware of their particular contributions and how they fit into the larger picture, it explains the roles and responsibilities of all project team members and stakeholders. The plan also specifies each team member's level of authority and decision-making capacity, ensuring that resources are distributed and used efficiently. The strategy guarantees that the right people are in the right roles to accomplish project success by explicitly identifying competences and skill needs.

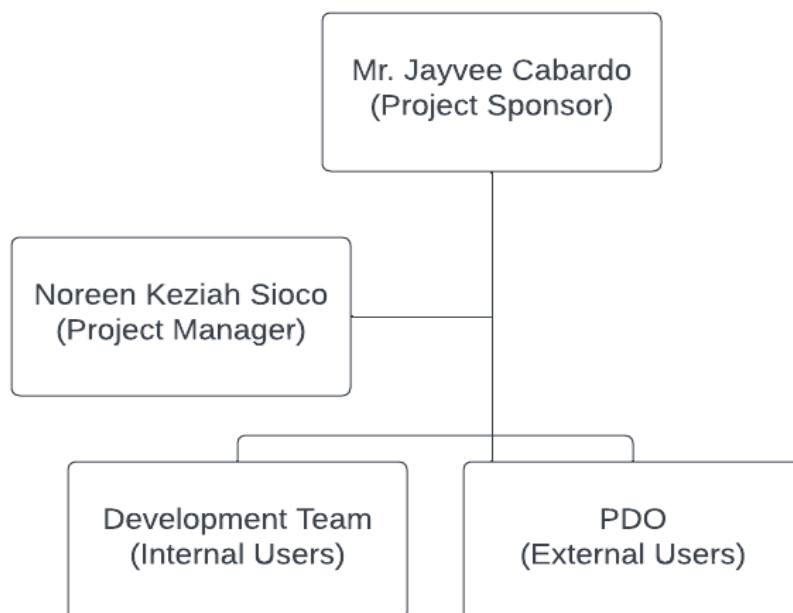
Role	Authority	Responsibility	Competency
Project Sponsor	Authorize the business case and budget for the project. offers resources and a clear strategic direction.	Ensures the success of a project. Provides leadership, support, and guidance throughout the project lifecycle. Assist in updating the company on the status and advantages of the project.	Ability to successfully communicate with a variety of stakeholders. Strong leadership and strategic thinking abilities. comprehensive knowledge of the organization's mission, objectives, and values. Possibility of obtaining funding and assistance for the project.
Project Manager	Complete power to make decisions on the project. can distribute project resources and provide the go-ahead for low-impact adjustments to the project's	Controls and oversee all aspects of the project, including its planning, implementation, monitoring, and closeout.	Exceptional communication, project management, and leadership abilities. experience in difficult project management.

	scope, timetable, and budget.	Make that the project's goals are attained on schedule, within budget, and with the appropriate level of quality.	
Internal User of the System (Abyss Team)	Employs the system as intended to carry out job tasks. feedback on the system's performance, usefulness, and usability.	Utilize the system as intended to complete job tasks. Check the precision and completeness of the data. To the project team, report any systemic difficulties and concerns. Let us know your thoughts on the performance, functionality, and usefulness of the system.	knowledge about the tasks and activities that the system is being utilized for. having the knowledge necessary to carry out the prescribed work duties. basic computer knowledge, including competence with the system.
External Users of the System (PDO)	Receives service requests, logs in, and utilizes the system to process them. changes the status of a service request.	Monitoring and responding to service requests quickly. Maintain accurate and current data on service request standings. When necessary, communicate with internal stakeholders to finish service requests. Close out service requests that have been fulfilled.	Understanding of the processes, tools, and resources needed to fulfill service requests. the capacity to recognize and resolve technological problems. Understanding the significance of keeping the system's data correct and up to date.
	Reviews, accepts, or rejects service requests using the system that is accessed and used. Service requests are assigned to internal	Upon reviewing the requests, decide whether to accept or reject them in accordance with corporate goals and policies. In accordance with their qualifications	Understanding of the organization's priorities and policies for service requests. the capacity to allocate and rank work tasks in accordance with

	or external technicians. information on the status and fulfillment of service requests.	and availability, assign service requests to internal or external technicians. Customers and internal stakeholders should be informed of the status and progress of service requests.	technician expertise and availability. Recognizing the significance of accurate and prompt reporting on the status and completion of service requests.
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Project Organizational Charts

An organizational chart for a Project Tracking and Monitoring System provides a visual representation of the project team's structure and the reporting relationships within the project. It outlines the roles and responsibilities of the team members involved in tracking and monitoring the progress of the project. The chart helps to establish clarity, define accountability, and facilitate effective communication within the project team. At the top of the organizational chart is typically the project sponsor, who serves as the overall champion and provides strategic guidance for the project. Reporting directly to the sponsor is the project manager, who is responsible for overseeing the entire project and ensuring its successful execution. Below the project manager, there may be various functional roles involved in the tracking and monitoring of the project.



Staffing Management

Staffing management for a Project Tracking and Monitoring System involves identifying, acquiring, and managing the right personnel with the necessary skills and expertise to develop, implement, and maintain the system.

- Assign a skilled project manager who will oversee the entire project, coordinate activities, and ensure that project goals are achieved within the defined scope, budget, and timeline.
- Identify and recruit technical experts who specialize in areas relevant to the Project Tracking and Monitoring System. This may include software developers, database administrators, system analysts, UI/UX designers, and quality assurance testers.
- Determine the level of user support required for the Project Tracking and Monitoring System. This may involve assigning dedicated support staff who can address user queries, provide training, and troubleshoot issues that arise during system usage.
- Regularly evaluate the performance of the project team members to ensure that they are meeting project expectations and objectives. Provide feedback, support professional development, and address any performance issues that may arise.

To keep it in line with the goals and needs of the project, the Staffing Management Plan will be periodically reviewed and revised as required. The project manager must carefully examine the rules and specifications that apply to the project in question to see whether any other elements need to be included in the workforce management strategy.

Role	Project responsibility	Skills Required	Number of Staff	Performance Reviews	Recognition and Awards
Project Manager	Overall accountability for project success, including meeting project objectives, delivering within budget and timeline, and ensuring stakeholder satisfaction. Responsible for project planning, execution,	Excellent leadership Team management skills Strong communication Negotiation Conflict resolution abilities Risk management Decision-making skills	The number of staff required depends on the project's complexity, scope, and scale. Assess the specific project requirements and determine the necessary roles and responsibilities.	Successful completion of project deliverables within the defined timeline, budget, and quality standards. Achievement of project objectives and stakeholder satisfaction.	Recognition for successful project completion and meeting project objectives. Acknowledgment of exceptional leadership and management skills. Awards for successful implementation, innovation, or cost savings

	<p>monitoring, and control.</p> <p>Identifying and managing project risks, issues, and changes.</p> <p>Ensuring effective communication and collaboration among project team members and stakeholders.</p> <p>Adhering to organizational policies, standards, and methodologies.</p>	<p>Stakeholder management</p> <p>Relationship building skills</p>	<p>Consider the expertise needed in areas such as development, testing, design, and support.</p> <p>The project manager may need additional staff for project coordination, administration, and documentation.</p>	<p>Effective utilization and management of resources.</p> <p>Ability to adapt to changing project requirements and mitigate risks.</p>	<p>achieved through the project.</p> <p>Recognition for overcoming challenges and delivering exceptional results.</p>
Project Team Leader	<p>Lead and manage the project team, ensuring the successful execution of project goals and objectives.</p> <p>Coordinate and oversee project activities,</p>	<p>Strong leadership</p> <p>Team management abilities</p> <p>Excellent communication</p> <p>Time management skills</p>	<p>The required number of staff for a project team leader can vary depending on the project's size, complexity, and scope.</p> <p>Typically, a project</p>	<p>Conduct regular performance reviews for team members to assess their progress, achievements, and areas for improvement.</p> <p>Provide constructiv</p>	<p>Acknowledge and recognize team members' efforts and achievements through verbal praise and written commendations.</p> <p>Provide opportunities for team members to</p>

	<p>including planning, resource allocation, and task delegation.</p> <p>Foster collaboration and effective communication among team members and stakeholders.</p>		<p>team leader may oversee a team of 5-15 members, but this can vary significantly.</p>	<p>Feedback and guidance to help team members enhance their performance.</p> <p>Set performance goals and objectives aligned with the project's objectives and track progress towards them.</p>	<p>showcase their work and achievements to stakeholders and senior management.</p> <p>Consider nominating exceptional team members for awards and recognition programs within the organization.</p>
Project Team Member	<p>Work together with other team members to accomplish project objectives.</p> <p>Notify the project manager or leader how things are going. Attend project meetings and participate in discussions.</p> <p>To guarantee</p>	<p>Technical expertise: Relevant technical skills and knowledge related to the project domain.</p> <p>Communication: Strong verbal and written communication skills to effectively collaborate with team members, stakeholders, and clients.</p> <p>Problem-solving: Ability to</p>	<p>The required number of project team members can vary depending on the project's size, complexity, and scope.</p>	<p>The requirements of the project and the company's regulations will be used to decide the frequency and type of performance evaluations.</p>	<p>To inspire team members and promote good performance, the project manager or leader will put in place a recognition and incentive system.</p>

	that project activities are performed on schedule and within budget, employees must properly manage their time and work.	analyze and solve problems that arise during project execution. Time management: Ability to prioritize tasks, meet deadlines, and manage time efficiently.			
Executive Sponsor	<p>Providing strategic direction and guidance to the project team.</p> <p>Ensuring alignment of the project with organizational goals and objectives.</p> <p>Championing the project and securing necessary resources.</p> <p>Managing relationships with key stakeholders.</p> <p>Overseeing the project's</p>	<p>Strong leadership and management skills.</p> <p>Excellent communication and interpersonal skills.</p> <p>Strategic thinking and problem-solving abilities.</p> <p>Knowledge of project management principles and practices.</p> <p>Ability to influence and negotiate with stakeholders.</p>	The number of project executive sponsors can vary depending on the size and complexity of the project, as well as the organization's structure.	<p>Performance reviews for project executive sponsors typically involve evaluating their overall effectiveness in guiding and supporting the project.</p> <p>Assessments may consider factors such as strategic alignment, stakeholder management, resource allocation, decision-making,</p>	<p>Recognizing and awarding project executive sponsors can serve as a way to acknowledge their significant contributions and demonstrate appreciation for their efforts.</p> <p>Awards can be given based on exceptional leadership, successful project outcomes, effective stakeholder management, or other specific criteria.</p>

	progress and intervening as needed.			and project outcomes.	
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