**Staffing Management Plan**

**Date: 1 Nov 2021**

**Project Name**: Webook

**Staffing Requirements**

This project will require the following internal staff:

* Project Manager
* Finance Manager
* Documenter
* Programmer
* Software Architect
* Product Tester

**Staff Assignments**

**Project Manager** - Work alongside with programmers, maintain well-being of members

**Finance Manager**- Manage budget of the project, control expenses

**Documenter** - Documents project plan and details, creates meeting minutes, QC checking

**Programmer** - Create the necessary programs for the system

**Software Architect** - Works with Programmer to make the layout of the room booking system nice, user friendly, and ensure a smooth performance

**Product Tester** - Ensure programs are running up to the clients standard

**Training, Rewards, and Reassignment**

Training - Staff are to complete their own self-study on different programming languages that can be implemented into the project.

Training - Staff are to familiarize themselves with different types of Graphical User Interfaces to be integrated with the programme

Training - Staff are to be proactive in not only their personal roles and responsibilities but also that of their team members for the team to be better integrated

Reassignment - In the event of a team member leaving the group, the roles and responsibilities of the leaving team member will be allocated accordingly among the remaining members by the project manager.