**ASSETRUST Human**

**Resources Plan**

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**ASSETRUST Software**

**Revision A**

**Project ID: #000-0001**

**APRIL 2022**

### **Revisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **REVISION** | **DESCRIPTION OF CHANGE** | **REVISION DATE** | **AUTHRORIZED BY** |
| A | Initial Document | 04/02/2022 | Parsa Afrai  Marcos Vallejos  Mercy Jalango  Ian Davies Luis Ruiz |
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### **Human Resources Plan Scope**

Human resources management is a Vital component of the ASSETRUSTHR plan. The human resources management plan tool which will support the management of ASSETRUST Software’s human resource activities throughout the project lifecycle 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 allocated
  2. Timeline for work
  3. Allocation of work
  4. Training/UAT

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 Responsibilities**

The roles and responsibilities for the Software Upgrade Project are essential to project success. All team members understand their roles and responsibilities to ensure successful completion of their project sections. The established roles are listed below

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Position | Contact Information |
| Luis Ruiz | Project Manager | Principal Software Engineer | Luisruiz@gwu.edu |
| Parsa Arfai | Solutions Lead | Senior Software Developer | Arfaip22@gwu.edu |
| Ian Davies | Architecture Lead | Software Architect | idavies@gwu.edu |
| Mercy Jalango | Business Lead | Software Support Manager | mjalango@gwu.edu |
| Marcos Vallejos | QA Lead | QA Engineer | marcosvallejos@gwu.edu |

**Project Manager (PM):** Responsible for the overall success of the ASSETRUST Software. The PM must authorize and approve all project expenditures. The PM is responsible for authorizing all work activities ensuring that the completed work meet the required quality standards. The PM will report the 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.

**Business Lead (BL):** Responsible for gathering ASSETRUST requirements for the Software Project. The Business Lead will also be responsible for the in-house training regarding the implementation of the software. The BL will also lead the development of the marketing campaign for the project.

**Solutions Lead (SL):** Responsible for the development phases of the Software Project. The SL is responsible for the creation of the code for the Software Project. The SL and AL will work together to ensure the successful collaboration of the project’s design and development.

**Architecture Lead (AL):** Responsible for the design and various releases of the Software Project. The AL will work to ensure that the design of the project meets the expectations in terms of scope and capabilities of the software. The AL will head both alpha and beta releases.

**Quality Assurance Lead (QAL):** Responsible for testing the software at the various release stages throughout the project. The QAL is in charge of testing the software at both the alpha and beta stages to ensure that any bugs or issues are caught and fixed before final release.

**Business lead will conduct Training**

The Business lead is responsible for training all network users on the features provided by the upgrades to the existing software. The Business lead will coordinate training times/locations with each department’s training advocate. The Business Lead will work with the Project manager to ensure that the training is facilitated, and ongoing support is provided.

### **Project Organizational Charts**

The ASSETRUST Gantt 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. Proposed changes will be made in accordance with the project’s change control process. As changes are made all project documents will be updated and redistributed accordingly. The organizational chart that would show the hierarchy is straightforward, as each lead reports to the PM.

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### **Staffing Management**

The staff was mainly internal and was within the Project executives. The other staff that will be acquired within the project will be based on good will, as the budget is quite limited.

**Staff Acquisition:**

ASSETRUST project staff will be mainly internal. There will be no outsourcing/contracting performed within the scope of this project. The Project Manager will negotiate with the Solutions Lead and Architecture Lead to identify and assign resources in accordance with the project organizational structure. All resources must be approved by the 5 executives and the final sign off is by the final implementation is done by the Project manager.

**Resource Calendars:**

The responsibility assignment matrix will be used in combination with the PERT chart and WBS to show the corresponding roles and tasks along with the timelines given.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| PM | RP | R |  |  |  |  |  |  |  |  |  | RP |
| SL |  |  | RP | RP |  |  |  | RP |  |  |  |  |
| AL |  | P |  |  | RP |  |  |  | RP |  |  |  |
| BL |  |  |  |  |  | RP |  |  |  | RP |  |  |
| QAL |  |  |  |  |  |  | RP |  |  |  | RP |  |

R = Responsible

P = Performing

**Training:**

The User acceptance training and the UAT will be done at the Asset trust Office in Collaboration with Equinix data centers.

**Document Retention**

The HR Plan and each revised version will be maintained for a minimum of three (3) years.

### **Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>