

RESOURCE MANAGEMENT PLAN

PURPOSE OF THE RESOURCE MANAGEMENT PLAN

The purpose of the Resource Management Plan is to provide strategy and guidance to the project team on how project resources will be identified, categorized, allocated, managed, and released. The Resource Management Plan also includes details on team training, development, and recognition for performance.

IDENTIFICATION AND ACQUIRING OF RESOURCES

For the Professional Development Conference Project, the project staff will consist of:

- **HSSE Employee Team Members** - The Project Manager will collaborate with department managers to identify and assign staff resources in alignment with the project organizational structure. All staff must be approved by the appropriate department manager before they can start any project work.
- **Contract Staff** - The keynote speaker, catering, and driver for the speaker will be selected from the company Approved Vendor List (AVL). Key stakeholders will collaborate to select and approve the acquired resource based on best fit for the project needs. Upon approval the conference coordinator will initiate the execution of agreements with the contractor and the Project Manager will sign off on final contracts.
- **Software** - The Business Analyst will oversee the procurement of a web designer and ensure that the appropriate software is used to establish the registration/ticketing platform for HSSE conference participants and table/booth reservations for corporations and organizations.
- **Facilities** - The Business Advisor will find the Work office, Hotel and Venue locally based on project need and best fit. Upon the HSSE executive sponsor's approval, the Business Advisor will secure the location for the time required for the project.

Resource	Quantity	Required/Preferred Experience
HSSE Executive Sponsor	1	Aligns with Project Needs
Project Manager	1	Aligns with Project Needs
Team Member Lead	1	Aligns with Project Needs
Team Members	3	Aligns with Project Needs
Business Advisor	1	Aligns with Project Needs
HR Manager	1	Aligns with Project Needs

Web Developer	1	Aligns with Project Needs
Conference Coordinator	1	Aligns with Project Needs
Catering Service	1	Aligns with Project Needs
Administrative Assistant	1	Aligns with Project Needs
Marketing Employees	3	Aligns with Project Needs

ROLES AND RESPONSIBILITIES

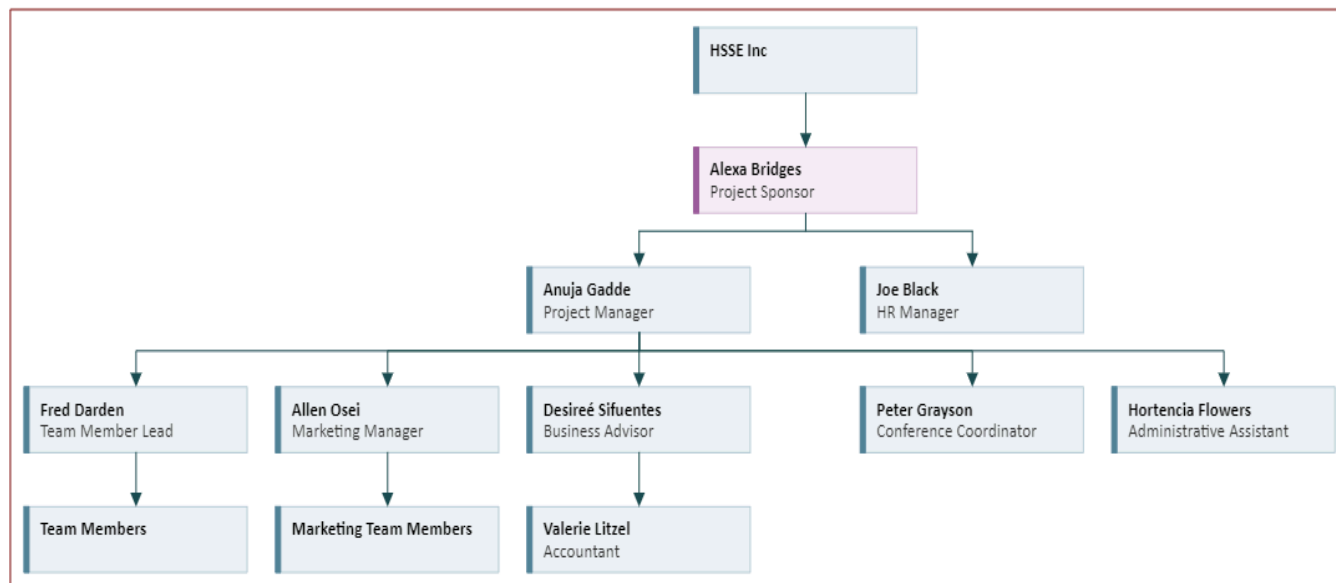
Role	Vendor/Staff Name	Responsibility
Project Sponsor	Alexa Bridges	Provides overall direction on the project. Responsibilities include: approve the project charter and plan; secure resources for the project; confirm the project's goals and objectives; keep abreast of major project activities; make decisions on escalated issues; and assist in the resolution of roadblocks.
Project Manager	Anuja Gadde	Responsibilities include: develop the project plan; identify project deliverables; identify risks and develop risk management plan; direct the project resources (team members); scope control and change management; oversee quality assurance of the project management process; maintain all documentation including the project plan; report and forecast project status; resolve conflicts within the project or between cross- functional teams; ensure that the project's product meets the business objectives; and communicate project status to stakeholders.
Team Member Lead	Fred Darden	Responsibilities include: understand the work to be completed; complete research, data gathering, and documentation as outlined in the project plan; inform the project manager of issues, scope changes, and risk

		and quality concerns; proactively communicate status; and manage expectations.
Marketing Manager	Allen Osei	Responsibilities include: Determine venue space and space needed; provide input on conference program design; Oversee booking of Organizational participants and providing agendas, directions, and accommodation information packets; Set marketing budget and generate value proposition; and generate the feedback summary report
Business Advisor	Desireé Sifuentes	Responsibilities Include: Conduct market analyses and create new models that support business decisions by working closely with financial reporting and IT teams to establish initiatives and strategies, Assist with planning Scope Statement, WBS, Setting Goals, Set Budget, Cost Management Plan, Cost Baseline, Baseline scheduling, venue procurement, Registration implementation, Review Feedback and lessons learned.
HR Manager	Joe Black	Replace staff employees that may be removed from the project
Web Developer	CGI, Inc.	Design conference webpage; ensure registration fees can be paid through the website and properly tracked with reporting, updates, etc.
Accountant	Valerie Litzel	Responsibilities include: Venue Deposit Payments, Balance Accounts post enrollment, ensure final invoices are paid.
Conference Coordinator	Peter Grayson	Responsibilities include: Venue Investigation, Final Venue Selections, list and review available Caterers, select and book caterer, select catering menu, Set

		speaker and workshops order/time and speech length, coordinate activities for attendees with special needs, Name tag creation and disbursement, finalize agenda, Coordinate conference activities, review conference attendance
Catering and Waitstaff	Contracted Caterer	Responsibilities Include: Provide catering services per direction of the conference coordinator
Administrative Assistant	Hortencia Flores	Responsibilities Include: Recording minutes from planning meetings, event reminder mail outs, documentation of project closeout meeting.
Marketing Team Members	Kristy Morland	Responsibilities Include: Assist Marketing director with: determining venue size and space needed, conference program generation, sponsor, speaker, and company invitations, development of information packets, creation of value proposition, invite disbursement, parting/event gifts, business and attendee survey

PROJECT ORGANIZATION CHART

The following Organization Chart illustrates the hierarchy and reporting structure between team members. Any proposed changes to project responsibilities will be submitted via the project's change control process. Proposed modifications must be evaluated and approved by the project executive sponsor. As changes are made, all project documents will be revised and redistributed appropriately.



PROJECT TEAM RESOURCE MANAGEMENT

The Project Manager will determine the allocation of work, and the direct supervisors are responsible for the daily management of the project staff. Direct supervisors will be responsible for performance reviews, disciplinary actions, promotions, recognition and rewards.

Project team members will e-mail a report weekly on their progress to the project manager cc'ing their direct supervisor. Conflict in work priorities will be resolved by the project manager

TRAINING

No training is currently planned for the Project since the organization and contracted companies have adequate staff with the required skills. If training requirements are discovered during the project, funding will be provided from the project reserve.

TEAM DEVELOPMENT

Throughout the course of the Professional Development Conference, the project manager will utilize a variety of team building and team assessment tools to facilitate team interaction, build team cohesion, motivate project team members, for the purpose of improving the overall performance of the project. Below are listed team member Personality assessment tools to be used as well as team building activities that will be utilized.

Team Building Activities (Physical Challenges)

- 5k team inclusion walk
- Bowling weekend event
- Scavenger Hunt

Team Building (STEM)

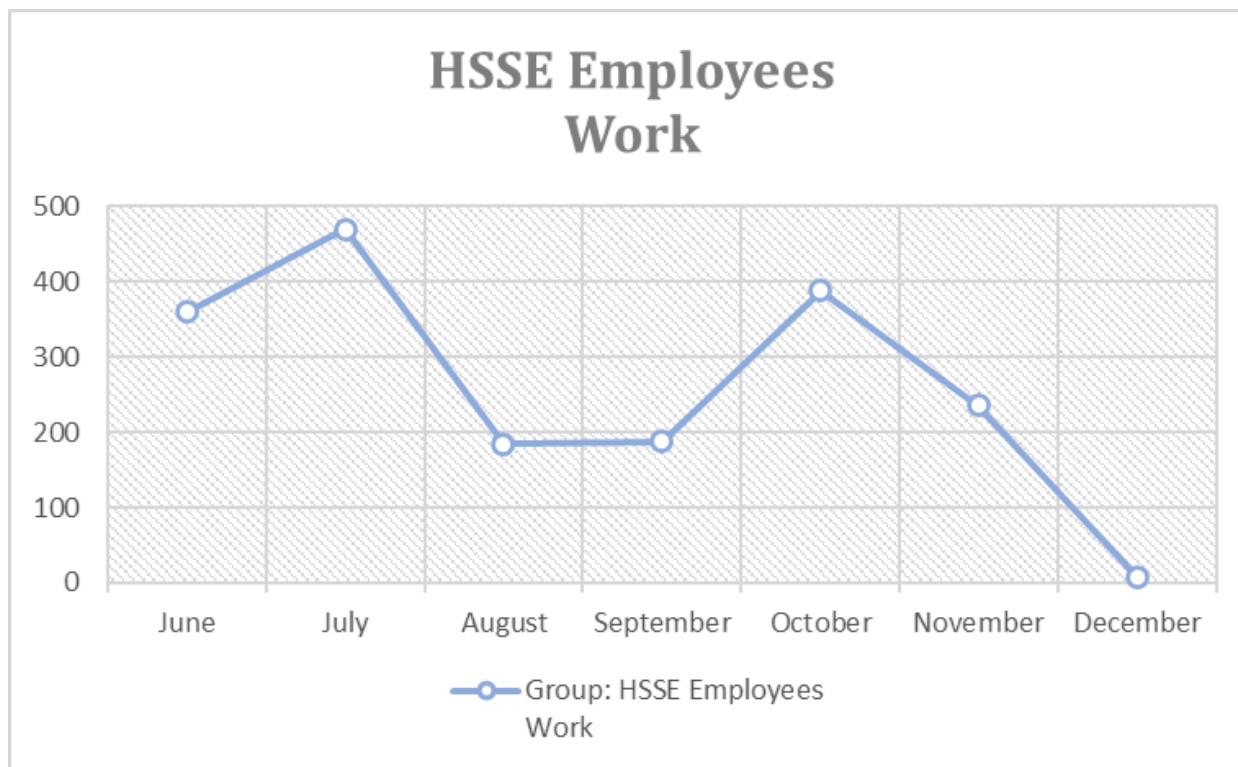
- Build a tower using pencils - Tallest Standing Tower will win
- Build a Soda Straw Rocket
- Shoebox glider Challenge

DISC Personality Assessment Tool

- The tool is designed to help team members identify human Personality by measuring characteristics patterns of traits that people exhibit across various situations. It will determine the following:
- Dominance - Bold and Skeptical
- Influence - Bold and Accepting
- Steadiness - Cautious and Accepting
- Conscientiousness - Cautious and Skeptical

RESOURCE CONTROL

The Project will last for 6 months. All resources will be tracked on MS Project and released upon completion of their final assigned task. An estimate of the resource groups required per month for the project is provided below in the chart.



RECOGNITION PLAN

There are various proposed recognition and reward items for HSSE project team members.

- Upon successfully completing the Project Goals:
 - A party will be thrown to celebrate the success of each team member with the team members' families invited.
 - Team members who satisfactorily completed all assigned work packages on time or better will receive a certificate of thanks from the CEO.
- The company will give a \$250 bonus for the top performer, voted by key stakeholders, on each project.

Resource Requirements

Resource requirements identify the types and quantities of resources required for each work package and can be aggregated to determine the estimated resource for each work package, each WBS branch and for the whole project.

Resource	Quantity of resources	Type of Resource
Business Analyst	1	Personnel
Ticketing platform	1	Material
Web developer	1	Personnel
Marketing Employee	1	Personnel
Conference coordinator	1	Personnel
Senior consultant	1	Personnel
Accountant	1	Personnel
Marketing Director	1	Personnel
Marketing employee	1	Personnel
CEO	1	Personnel
PMO Director	1	Personnel
Administration Asst	1	Personnel
Marketing Manager	1	Personnel
Venue	1	Facility
Caterer	1	Personnel
Gift Bags	320	Material
Name Tags	320	Material
Info Packets	25	Material

Transportation	5	Personnel
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Resource Breakdown Structure

