Staffing Management Plan

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### **Introduction**

Having a strong project team that will manage and help structure the project is what human resource management strategies are. It is one of the most crucial parts to the success of the project, as it is help assist in establishing the appropriate and qualified people that will work on the project. This strategy includes the roles and responsibilities, communication protocols, and performance management issues.

With the use of this plan, the team can successfully manage the project as it will make sure that all team members are working effectively and understands their role and responsibilities, that communications are open, that their performance while working and on what their working on is monitored as their contribution to the success of the project.

### **Roles and Responsibilities**

For the project to be completed successfully, a strong human resources management strategy is essential of any project. It describes the duties and responsibilities of each member of the project team, stakeholders, making sure that everyone is aware of their contributions and how they fit into the overall picture.

The strategy also specifies the degree of authority and decision-making held by each team member, making sure that resources are distributed and used efficiently. By distinctly defining the strategy will ensure that the appropriate individuals are in the right positions based on their competencies and skill requirements to the appropriate roles to ensure project success.

Generally, this plan acts as the success of the project roadmap for the project team to execute and deliver.

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| --- | --- | --- | --- |
| Roles | Authority | Responsibility | Competency |
| Project Sponsor | Approves the needed deliverables and budget of the project.  Provides feedback and comments on what can be improved.  Able to allot project resources and consent to project scope changes,  schedule and budgeting plan with significant effects. | Ensures that the project delivers the anticipated benefits and value and is in line with the organization's strategic goals and objectives.  Provide guidance to the project and project manager.  Communicate with the stakeholder and project manager for the progress of the project and team. | Communicating effectively with the team.  Strong leadership and strategic thinking skills.  Understands the team’s goal for the project.  Ability to support the project. |
| Project Stakeholder | Checks the approved changes in the deliverables. Authority to revise an information that will mislead the goals of the project. | Ensures that the deliverables are complete before sending and having it checked by the project sponsor.  Organize meetings with the project manager and project team members for the feedbacks of the project sponsor. | Strong leadership, communication skills, and project management skills.  Knowledge of the company for precise information. |
| Project Manager | Authority to make decisions regarding the project.  Approve changes to project scope, schedule, and budget that has low change effect. | Control and help execute a solution to a problem in the project and monitors the work of the team members. | Strong leadership, communication skills, and project management skills. Knowledge of the company for precise information. |
| Project Team Leader  (Internal User) | Leads the team members.  Authority to call a meeting with the project manager and team members about the project. | Ensures that the entire project deliverables are complete. | Strong leadership, communication skills, and project management skills. Knowledge of the company for precise information. |
| Project Team Members  (Internal Users) | Authority to help the project leader and project manager in deciding the plans on the project. | Ensures that the information in the deliverables is complete and connected to the objectives of the project.  Ensures that the deliverables are complete within the given timeframe. | Strong communication skills, project management skills, and cooperation.  Knowledge of the company needs, and information to complete deliverables. |
| Customers  (External Users) | Test the project’s system. | Provides feedback on the project’s system.  Communicates with the team to help improve the system. | Communication skills.  Knowledge in using an online system. |
| Client  (External User) | Company Owner that introduced the project and will test the system. | Provides feedback on the deliverables and system. Communicates with the project sponsor, project stakeholder, and project manager for updates and progress. | Strong leadership, communication skills, and negotiation skills. |

Table 1: Roles and Responsibilities

### **Project Organizational Charts**

Project organizational chart is a visual representation of the relationship between the team and the key stakeholders. At the top of the chart comes the project sponsor, followed by the project stakeholder as they are responsible for communicating between the project sponsor and the rest of the team, and then followed by the project manager which is responsible for managing the project team, send approval requests for the deliverables, and schedules. The project team members are responsible for completing the deliverables and make sure that there’s progress on the tasks at hand.

A diagram of a project

Description automatically generated with low confidence

Figure 1: Project Organizational Chart

**Staffing Management**

Staffing Management is a crucial part of ensuring the success of the project. It shows the plans and process of the project, managing the acquired information, and it also shows the responsibilities and task of the human resources.

* Acquisition must be completed as soon as possible to obtain the skills and knowledge required for the project. This will involve using new employees, outside contractors, and even internal staff as needed to complete the project.
* Prior to anything else, training will be used to reduce errors in the project working environment and to further hone skills for better application in the creation and execution of deliverables appropriately.
* Regular performance evaluations will be done to evaluate the performance of team members and pinpoint potential improvement areas. These evaluations also comment on the team members' performance in achieving the project's goals objectives and expectations.
* A recognition and incentive program will be put in place to reward and encourage exceptional performance. This could apply to rewards, promotions, and other advantages.

Regular reviews and updates to the Staffing Management Plan will be made as necessary to Ensure that it continues to be in line with the project's requirements and objectives. It is crucial that the project manager perform a thorough analysis of the project's particular requirements and laws to ascertain whether any extra items need to be added to the management of staffing.

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| --- | --- | --- | --- | --- | --- |
| Role | Project Responsibility | Skills Required | Number of Staff | Performance Review | Recognition and Rewards |
| Project Sponsor | Approves the needed deliverables and budget of the project. | Strong leadership and strategic thinking skills. | 1 | Quarterly or as needed | Promotion or Bonus |
| Project Stakeholder | Organize meetings with the project manager and project team leader for the feedbacks of the project sponsor. | Strong leadership, communication skills, and project management skills. | 1 | Monthly or as needed | Promotion or Bonus |
| Project Manager | Control and help execute a solution to a problem in the project and monitors the work of the team members. | Strong leadership, communication skills. | 1 | Weekly or as needed | Salary Increase |
| Project Team Leader | Ensures that the entire project deliverables are complete.  Leads the Team members. | Strong leadership, communication skills. | 1 | Weekly or as needed | Salary Increase |
| Project Member | Ensures that the information in the deliverables is complete and connected to the objectives of the project. | Strong communication skills, technical skills, and cooperation. | Depend on the project requirement. | Weekly or as needed | Salara Increase |

Table 2: Staffing Management