HUMAN RESOURCES MANAGEMENT PLAN
SURVEIRAMS

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Introduction

For SurveiRams to be implemented successfully, an effective human resource plan is required. This plan acts as a guide for organizing and leading the project team, making sure that people who are qualified for the jobs are assigned to them. It includes creating effective communication channels, defining roles, and putting performance management methods into practice.

This approach can help the project manager and the team successfully manage the project by ensuring that roles are clearly defined, fostering open communication, and monitoring performance to contribute to the project's overall success.

Roles and Responsibilities

This plan establishes each team member's level of authority and decision-making ability, allowing for effective resource allocation and utilization. The plan ensures that individuals with the right expertise are assigned to their respective roles, contributing to the overall success of the project.

The following table presents the key roles and their associated authorities, responsibilities, and competencies within the human resources management plan for SurveiRams:

Name	Role	Authority	Responsibility	Competency
Mr. Jose Manuel Garcia	Project Sponsor	Approves the project's business case and budget, provides strategic direction & resources on behalf of the whole campus.	Ensures that the project is aligned with the organization's strategic goals and objectives, and that it delivers the expected benefits and value.	Strong leadership and strategic thinking skills, ability to communicate effectively with a wide range of stakeholders, deep understanding of the organization's mission, goals, and values, and ability to secure resources and support for the project.
Mr. Jojo Castillo	Project Sponsor	Approves the project's business case and budget, provides strategic direction & resources on behalf of ITRO.	Ensures that the project is aligned with the organization's strategic goals and objectives, and that it delivers the expected benefits and value.	Strong leadership and strategic thinking skills, ability to communicate effectively with a wide range of stakeholders, deep understanding of the organization's mission, goals, and values, and ability to secure resources and support for the project.
Ian Christopher Onrubia	Project Manager	Full decision-making authority on the project, allocate project resources and approve changes to project scope, schedule, and budget that have a low impact.	Oversees the entire project, including project planning, execution, monitoring, control, and closeout, ensures project objectives are met on time, within budget, and to the required quality standards.	Strong leadership, communication, and project management skills, experience in managing complex projects.
Jan Karlo Boongaling	Document Specialist	Has an authority on documents, ensuring that the documents are properly managed, version controlled, organized and in accordance with the requirements.	Works side by side with the Project Manager. Assists the Project Manager in developing a document to ensure consistency and clarity.	Strong understanding of managing documents, and possesses attention to detail for accuracy.

Alexis Martin	Front-end Developer	Lead developer of the project. Has an authority on the technical side of the project and can give guidance on the technical feasibility and implementation strategy.	Provide leadership and guidance to the back-end developer. Responsible for maintaining an open communication with the Project Manager and Back-end Developer. Shall meet the project deadlines.	Strong understanding/ techniques in debugging or troubleshooting. Proficient in using version control systems such as Git.
Vladimir Ken Perez	Back-end Developer	Has an authority on the technical side of the project and can give guidance on the technical feasibility and implementation strategy	Responsible for maintaining an open communication with the Project Manager and Back-end Developer. Shall meet the project deadlines.	Strong understanding/ techniques in debugging or troubleshooting. Proficient in using version control systems such as Git.
Yuan Alexandrei Serafico	Software Tester	Has an authority to provide his/her honest opinion about the system.	Responsible for finding bugs, errors and unnecessary features of the system.	Strong analytical skills and method for system testing. Must be able to communicate openly with the team.
Security Guard	Internal User of the System	Utilizes the system as designed to complete work activities.	Completes work activities using the system as designed, ensures data accuracy and completeness, reports system issues and problems to the project team, provides feedback on system usability, functionality, and performance.	Understanding of the work processes and activities for which the system is being used, knowledge of the data and information required to complete assigned work activities, Basic computer skills, including proficiency in the use of the system.
ITRO	Internal User of the System	Accesses and uses the system to receive and respond to service requests, updates service request statuses.	Reviews and responds to service requests in a timely manner, maintains accurate and up-to-date information on service request statuses, diagnoses and troubleshoots technical issues.	Understanding of the importance of maintaining accurate and up-to-date information in the system, ability to diagnose and troubleshoot technical issues.

BMO	Internal User of the System	Accesses and uses the system to review, approve, or reject service requests, assigns service requests to internal or external technicians, monitors and reports on service request status and completion.	Reviews service requests and approves, or rejects based on organizational policies and priorities, assigns service requests to internal or external technicians based on skill and availability, monitors and reports on service request status and completion to internal stakeholders and customers.	Knowledge of the organization's policies and priorities related to service requests, ability to assign and prioritize work assignments based on technician skill and availability, Understanding of the importance of accurate and timely reporting on service request status and completion.

Table 6.5—1: Staffing Management Roles and Responsibilities

Project Organizational Charts

The project organizational chart of SurveiRams visually depicts the project team and the relationships between key stakeholders. At the top is the project sponsor, Mr. Jojo F. Castillo, who provides strategic direction and resources. The project manager, Ian Christopher Onrubia, oversees resources, scope, and schedule.

Internal users, like the Development Team, contribute to system requirements and user testing. External users, ITRO and BMO, provide valuable feedback on usability and functionality. This chart clarifies roles and ensures alignment with SurveiRams' goals and objectives.
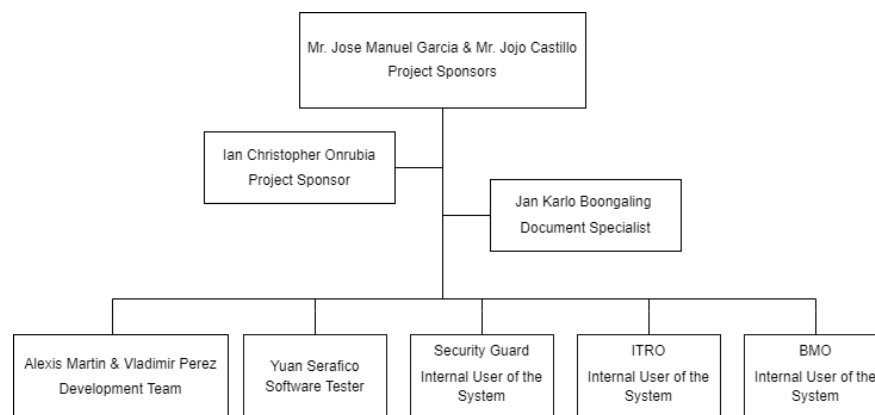

Figure 6.5—1: Project Organizational Chart

Staffing Management

The Staffing Management Plan for SurveiRams is a crucial aspect of ensuring the project's successful implementation. It encompasses strategies and processes for acquiring, managing, and releasing human resources throughout the project's lifecycle.

- Acquisition of human resources will be conducted promptly to ensure the availability of required skills and expertise when needed. This may involve recruiting new hires, hiring contractors, or leveraging internal staff. The timeline for resource acquisition will be aligned with the project schedule to ensure timely availability.

- Training programs will be provided to address any identified skill gaps among team members, ensuring they possess the necessary knowledge and capabilities to perform their roles effectively. This may involve a combination of on-the-job training and formal training initiatives.

- Regular performance reviews will be conducted to evaluate the performance of team members, identify areas for improvement, and provide feedback on their alignment with project expectations and objectives.

- A rewards and recognition system will be implemented to acknowledge and motivate exceptional performance. This may include bonuses, promotions, and other incentives to foster a positive work environment.

It is important to note that additional considerations may be included in the staffing management plan depending on the project's scope. Factors such as government and regulatory compliance, organizational health, and safety may be addressed, depending on the requirements. For instance, if SurveiRams System deals with sensitive data, compliance with data privacy and security regulations is essential. Additionally, if the project involves equipment or technology posing potential risks, organizational health and safety measures should be incorporated.

Regular review and updates of the Staffing Management Plan will ensure its alignment with the project's objectives and requirements. The project manager should conduct a comprehensive analysis of the project's specific needs and regulations to determine if any additional components should be included in the staffing management plan.

Role	Project Responsibility	Skills Required	Number of Staff	Performance Reviews	Recognition and Rewards
Project Manager	Oversees the entire project, including project planning, execution, monitoring, control, and closeout, ensures project objectives are met on time, within budget, and to the required quality standards.	Leadership, Communication, Problem-solving, Time management, technical skills (dependent on project scope/complexity)	1	Conduct regular performance reviews, provide feedback, address issues	The project manager will implement recognition and rewards system to motivate team members and encourage high performance
Project Team	Collaborates with team members to achieve project goals, Complete tasks assigned by the project manager, demonstrate efficient time management skills while working diligently to guarantee that tasks are accomplished within budgetary and planned timelines for the successful completion of the project.	Technical skills, Communication, Collaboration, Problem-solving	Depends on project scope and complexity	Performance reviews frequency/format determined by project needs and company policies	The project leader or manager will implement a recognition and reward system to motivate team members and encourage high performance.
Executive Sponsor	Provides strategic direction, leadership, and resource allocation for the project, Ensuring the project is aligned with the organization's goals and vision, following up on project developments and giving the project team direction and assistance.	Leadership, Strategic thinking, Communication, Decision-making, Risk management,	ITRO Head, and Campus Architect	May conduct performance reviews, receive project updates, and progress reports. They may also receive updates and progress reports from the project leader or manager	The executive sponsor may conduct performance reviews, receive project updates, and progress reports. They might also offer chances for career advancement and growth for the project team both for the project manager or leader and the team members.

Table 6.5—2: Staffing Management