# Staffing Management Plan

## Introduction

A strong human resource management strategy is critical to the success of any project. It acts as a template for how the project team will be managed and structured, and it assists in ensuring that the appropriate people with the right qualifications are in the right place at the right time. Roles and duties, communication protocols, and performance management measures are all part of the strategy.

Using this plan, the project manager and project team can effectively manage the project by ensuring that all team members understand their roles and responsibilities, that communication is open and effective, and that performance is monitored and managed in a way that contributes to the project's overall success.

## Roles and Responsibilities

An effective human resources management plan is crucial for the successful completion of any project. It outlines the roles and responsibilities of all project team members and stakeholders, ensuring that everyone is aware of their individual contributions and how they fit into the bigger picture.

The plan also defines the level of authority and decision-making power held by each team member, ensuring that resources are allocated and utilized effectively. By clearly defining competencies and skill requirements, the plan ensures that the right people are in the right roles to achieve project success.

Overall, the human resources management plan acts as a roadmap for the project team, guiding them towards successful project execution and delivery.

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| **Role** | **Authority** | **Responsibility** | **Competency** |
| Project Sponsor | Approves the project's business case and budget. Provides strategic direction & resources.  Helps to secure stakeholder buyin. Resolves major issues and conflicts. Can allocate project resources and approve changes to project scope, schedule, and budget that has high impact. | Ensures that the project is aligned with the organization's strategic goals and objectives, and that it delivers the expected benefits and value. Provide high-level oversight and guidance to the project manager. Secure resources and support from key stakeholders. Help to communicate project progress and benefits to the organization. | 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. Ability to secure resources and support for the project. |
| Project Manager | Full decisionmaking authority on the project. Can allocate project resources and approve changes to project scope, schedule, and budget that has low impact. | Oversee the entire project, including project planning, execution, monitoring, control, and closeout. Ensure 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. |
| Internal User of the System  (ADC Dentists and Staffs) | Utilizes the system as designed to complete work activities. Provides feedback on system usability, functionality, and performance. | Complete work activities using the system as designed. Ensure data accuracy and completeness. Report system issues and problems to the project team. Provide 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. |
| External User of the System  (ADC Patients) | Accesses and uses the system to receive and respond to service requests. Updates service request statuses. Closes out completed service requests. | Review and respond to service requests in a timely manner. Maintain accurate and update information on service request statuses. Communicate with internal stakeholders as needed to complete service requests. Close out completed service requests. | Knowledge of the tools, equipment, and methods required to complete service requests. Ability to diagnose and troubleshoot technical issues. Understanding of the importance of maintaining accurate and up-to-date information in the system. |

## Project Organizational Chart

Project organizational chart of Apelo Dental Clinic System (ADENICSY) provides a visual representation of the project team and the relationships between the key stakeholders. The project sponsor is typically at the top of the chart, followed by the project manager who is responsible for managing the project's resources, scope, and schedule. An internal user of the system, such as the ADC Dentists and Staffs, may also be included to provide input on the system requirements and participate in user testing. An external users of the system (ADC Patients) may also be included to provide feedback on the system's usability and functionality. The organizational chart helps to clarify the roles and responsibilities of each stakeholder, ensuring that everyone is aligned with the project's goals and objectives.

## A diagram of a company Description automatically generated with low confidenceStaffing Management

The Staffing Management Plan for Apelo Dental Clinic System (ADENICSY) project is a critical component in ensuring the successful execution of the project. It outlines the strategies and processes for acquiring, managing, and releasing human resources throughout the project lifecycle.

* Acquisition of human resources will be done in a timely manner to ensure that the necessary skills and expertise are in place when needed. This may include recruiting new hires, hiring contractors, or utilizing internal staff. The timeline for resource acquisition will be aligned with the project schedule to ensure that resources are available when needed.
* Training for any resources with identified gaps in skills required will be provided to ensure that they have the necessary knowledge and capabilities to perform their roles effectively. This may include both on-the-job training and formal training programs.
* Performance reviews will be conducted regularly to assess the performance of team members and identify areas for improvement. These reviews will also provide feedback on how well team members are meeting the project's expectations and objectives.
* A rewards and recognition system will be implemented to acknowledge and motivate outstanding performance. This may include bonuses, promotions, and other incentives.

It is important to note that depending on the scope of the project, there may be other items included in staffing management such as government and/or regulatory compliance, organizational health, and safety, etc. It depends on the specific requirements and regulations of the industry and the location in which ADENICSY is being implemented. Government and regulatory compliance may be a consideration if the project is subject to specific laws and regulations related to data privacy and security. Organizational health and safety may also be a consideration if the project involves the use of equipment or technology that poses a potential risk to team members.

The Staffing Management Plan will be regularly reviewed and updated as necessary to ensure that it remains aligned with the project's objectives and requirements. It is important for the project manager to conduct a thorough analysis of the project's specific requirements and regulations to determine if any additional items need to be included in the staffing management plan.

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| **Role** | **Project Responsibility** | **Skills Required** | **Number of Staff** | **Performance Reviews** | **Recognition and Rewards** |
| Project Manager | Plan, execute, and close projects effectively and efficiently.  Ensure the project meets the objectives and goals.  Manage project risks and issues.  Coordinate with stakeholders and team members. | Leadership  Communication  Problem-solving  Time management  Technical skills related to the project | Depends on the scope and complexity of the project.  Determined in collaboration with other stakeholders | The project manager will conduct regular performance reviews with team members to assess their progress, provide feedback, and address any issues. | The project manager will implement a recognition and rewards system to motivate team members and encourage high performance. |
| Project Team Leader | Lead a project team and ensure the project is delivered on time, within budget, and to the required quality standards.  Define project objectives and develop a detailed project plan.  Monitor and manage project risks, issues, and dependencies.  Communicate project progress and status to stakeholders and senior management.  Manage project scope, budget, and resources | Leadership  Communication  Planning and organizing  Risk management  Budget management  Technical skills related to the project | Depends on the scope and complexity of the project. Determined in collaboration with other stakeholders. | The project leader will work with team members to set achievable performance goals and track their progress throughout the project. | The project leader will implement a recognition and rewards system to motivate team members and encourage high performance. |
| Project Team Member | Collaborate with other team members to achieve project goals.  Complete tasks assigned by the project leader or manager.  Report progress and status to the project leader or manager.  Participate in project meetings and contribute to discussions.  Manage their time and work effectively to ensure project tasks are completed on time and within budget. | Technical skills related to the project.  Communication  Collaboration and teamwork  Problem-solving  Time management | Depends on  the scope and  complexity of  the project.  Determined in  collaboration  with other  stakeholders | The frequency and format of performance reviews will be determined based on the project's needs and the company's policies. | The project leader or manager will implement a recognition and rewards system to motivate team members and encourage high performance. |
| Executive Sponsor | Provide strategic direction and leadership for the project.  Ensure the project is aligned with the organization's goals and vision.  Allocate resources and secure funding for the project. Act as the primary point of contact between the project team and senior management  Monitor project progress and provide guidance and support to the project team | Leadership  Strategic thinking  Communication  Decision-making  Risk management  Budget management | The executive sponsor is typically a high-level executive or member of the board of directors. May be supported by a project management office or other support staff. | The executive sponsor may conduct performance reviews of the project leader or manager to ensure they are meeting the organization's standards and goals for the project. They may also receive updates and progress reports from the project leader or manager | The executive sponsor may recognize and reward the project team for their achievements and progress towards the project's goals. They may also provide opportunities for career growth and development for the project team members, as well as for the project leader or manager. |