# Staffing Management Plan

* + 1. 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.

* + 1. 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. Approves and rejects any ideas that is pitched by the team | 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 direction to the project objectives | Strong leadership and strategic thinking skills  Ability to communicate effectively with a formal tone especially during team meetings. Acts and thinks professionally during the project |
| Project Manager | Coordinates the team with the entire Management of the Resort  Allocates budget for the whole team  Dictates the schedule for the entire budget and ensures that the team can do what is required | Ensures that the team and the stakeholders are aligned with the proposed project. They are responsible for setting up the phases of development for the team and ensures that the budget and the time allotted is realistic for the team | Good coomunication skills  Effective Management skills  Strong Leadership skills  Proper Budgeting skills  Adequate Time Management skills |
| Project Team Leader | Checks and critiques the Team members Job to ensure high quality.  Can Accept or Reject the team's member’s work  Schedules Meeting with the Entire Project team | Ensures that the team produces High Quality solutions and coordinates the entire team to the project sponsor to ensure that the whole project will produce high quality outputs. | Strong Management and critical Thinking Skills.  Effective Communication and technical skills  Planning skills and basic monetary management skills. |
| Project Team member - Documentation | Documents all meeting and assigns members the documents that they need to do  Checks all the documents submitted by other team members  Can accept or reject the document and is able to give feedback and recommendation to improve the documents | Ensure that all documents are prepared and critiqued to ensure high quality and error free documents. He ensures that all documentation is complete and is readily available for the whole team to view. He gives the sign off for every change to the documentation | Strong reading and writing skills.  Effective communication skills.  Task management skills.  People managing skills |
| Project Team Member - Developer | Keeper and organizer of the Teams Code Repository  Critiques any code changes done by the team and give proper feedback and recommendation to improve the critiqued code.  Can approve or deny changes to the GitHub repository. | Ensures that the team produces a quality product based on the documents and the plan set by the project sponsor and the project manager. He is the one who is responsible for making sure that all the code are saved and updated in the team’s GitHub Repository and that the development goes smoothly | A strong Programming backgrounds  Good organizing skills  Effective communicator  Task Management Skills  Proper Delegation of Task |
| Project Team Member - Support | Can provide support to others when needed  Can be given access to documents and code bank and provide adequate advice especially when a team member is out or on leave. | Ensures that the entire team members are provided the needed support. When a team member is out or on leave, he can step in and provide support to the open role to ensure smooth development even if one is out of the project. | Knowledge of the distinct roles and responsibilities of every other team member.  Flexible working hours  Can lead a team  Can adapt and learn quickly |

*Table 6.5—1: Staffing Management Roles and Responsibilities*

* + 1. Project Organizational Charts

Project organizational chart of the Resort Management System 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 manages the project's resources, scope, and schedule.

*Figure 6.5—1: Project Organizational Chart*

* + 1. Staffing Management

The Staffing Management Plan for the Resort Management System 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 during the first stage of the development, where the Project Lead will be given the task of fielding their team and finding their clients.
      * Training for any resources with identified gaps in skills required will be provided to them by their respective professors. Any lapses can be addressed by their selected project advisers.
      * Performance reviews will be conducted at every end of the phase 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.

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 the Resort Reservation System project 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.

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 | The Project manager will be assigned during the Start of the development where the team will vote who can be the Project Manager | 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. |
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| 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 | The Project Manager will assess the skills and the experience of the entire team. They will then decide who is fit to fill the position. | 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. |
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| Project Team Member- Documentation | 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. Documents any meeting and provides documentation for the project so that the entire team knows the direction and blueprint of the entire project. | Technical skills related to the project.  Communication  Collaboration and teamwork  Problem-solving  Time management  Reading and Writing Skills | The Entire team will decide who will be assigned to the documents which will be based on their skills and experience in handling the documents of the entire team. | The frequency and format of performance reviews will be determined based on the project's needs and the company's policies. The review shall include, but not limited to, reading of all documents that were created since the last review, minutes that was listed for the entire duration of the split, and any draft documentation since the last review | The project leader or manager will implement a recognition and rewards system to motivate team members and encourage high performance. |
| Project Team Member - Developer | Collaborate with other team members to achieve project goals.    Complete tasks assigned by the project leader or manager.  Ensure that the project development is within the set time limit of the project.  Ensures that the project is of a high standard and is able to follow the documentation set by the team and is approved by the Project Team Member- Documentation. | Technical skills related to the project.  Communication  Collaboration and teamwork  Problem-solving  Time management  Programming skills  Reading and debugging skills | The Entire team will decide who will be assigned to be the developer will be based on their skills and experience in developing a website using a framework, have worked on a web project, and is able to use at least 2 programming languages. | The frequency and format of performance reviews will be determined based on the project's needs and the company's policies. The review shall include, but not limited to, testing of all code that is done within the split, checking of progress based on timeline and documentations, and checking of any revisions done since the last split. | The project leader or manager will implement a recognition and rewards system to motivate team members and encourage high performance. |
| Project Team Member - Support | Collaborate with other team members to achieve project goals.    Complete tasks assigned by the project leader or manager.  Is able to aid or take lead from the different team member roles when needed or necessary.  Has at least knowledge about the different document and programming framework used by the team, | Technical skills related to the project.  Communication  Collaboration and teamwork  Problem-solving  Time management  Willingness to learn  Reading and debugging skills  Adaptability  Quick thinking  Initiative | The Entire team will decide who will be assigned to this role based on the team leader and the project manager and usually given to the new member of the team. | 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. |

*Table 6.5—2: Staffing Management*