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**NATIONAL UNIVERSITY FAIRVIEW**

**College of Engineering and Technology  
Bachelor of Science in Information Technology**

**with Specialization in Mobile and Internet Technology**

**Smart Fare: Automating modern public utility jeepney (MPUJ) Payment with an Innovative Fare Collection System**

Project Documentation Submitted to the Faculty of

Bachelor of Science in Information Technology

National University Fairview

In Partial Fulfillment of the Requirements for

PROJMAN – PROJECT MANAGEMENT

By

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## 6.5. ￼Staffing Management Plan

### 6.5.1. ￼Introduction

A successful human resources strategy is crucial for the Smart Fare project, as it ensures the acquisition and management of trained individuals for the digitized fare-collecting system for Modern Public Utility Jeepney. This plan also helps identify training requirements, enhance team performance, and identify training needs. It is essential to include roles and responsibilities in the plan, ensuring accountability and alignment with project goals. Organizational charts provide a graphical representation of the team's reporting structure, improving communication, coordination, and decision-making. Staffing management focuses on resource allocation, ensuring the right individuals are allocated to the project, contributing to the project's success.

### 6.5.2. ￼Roles and responsibilities

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|  | Authority | Responsibility | Competence |
| Mr. Mark Anthony Quiñon Key Stakeholder / Project Sponsor | * Influence and make decisions regarding HR-related matters that impact the project. * Allocate resources and budget for HR activities within the project. * Provide guidance and support to the HR team in alignment with the project's goals and objectives. | * Define and communicate the HR objectives and requirements for the project. * Ensure HR policies, procedures, and practices align with the project's vision and values. * Collaborate with HR and project managers to develop a strategic approach to HR within the project. * Monitor and evaluate HR performance and outcomes in relation to the project's success. | * Comprehensive understanding of the project's objectives, stakeholders, and HR implications. * Proficient in strategic HR management and alignment with project goals. * Excellent leadership and decision-making skills to guide and support the HR team effectively. * Effective communication and collaboration abilities to interact with project managers and other stakeholders. * Knowledge of HR metrics and evaluation methods to assess the impact of HR activities on project outcomes. |

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| Role | Authority | | Responsibility | | Competence |
| Chua, Ronch Amos  Project Manager | * Lead and manage the HR team within the project. * Make decisions related to HR processes, policies, and practices within the project. * Allocate HR resources and budget for project HR activities. | | * Develop and implement HR strategies and plans in alignment with project objectives. * Ensure proper staffing and resource allocation for HR needs within the project. * Facilitate recruitment, selection, and onboarding of project team members. * Manage employee performance, development, and engagement within the project. * Address employee relations issues and conflicts within the project team. | | * Comprehensive understanding of project management principles and methodologies. * Proficiency in HR management practices and regulations applicable to project environments. * Strong leadership and decision-making skills to guide and motivate the project HR team. * Excellent communication and interpersonal skills to collaborate with project stakeholders. * Ability to analyze project requirements and align HR strategies accordingly. * Competence in managing HR documentation, compliance, and reporting within the project context. |
| Baltazar, Crisha Mae  Product Engineer | * Provide guidance and recommendations on HR matters related to product engineering. * Influence decision-making processes regarding HR policies and procedures for the product engineering team. * Collaborate with product engineering managers to align HR practices with the team's goals and objectives. | | * Advise on HR strategies and practices that support effective product engineering. * Assist in the recruitment and selection of qualified product engineering professionals. * Ensure proper onboarding and orientation of new product engineering team members. * Monitor and address employee relations issues within the product engineering team. * Support talent development and career growth opportunities within the team. | | * In-depth understanding of product engineering principles, processes, and methodologies. * Knowledge of HR practices and regulations applicable to the product engineering field. * Effective communication and interpersonal skills to effectively advise and collaborate with product engineering managers and professionals. * Ability to assess technical skills and qualifications of product engineering candidates. * Proficiency in managing HR documentation and ensuring compliance within the product engineering context. |
| Balunsong, April Juliana  Product Designer | * Provide guidance and recommendations on HR matters related to product design. * Influence decision-making processes regarding HR policies and procedures for the product design team. * Collaborate with product design managers to align HR practices with the team's goals and objectives. | | * Advise on HR strategies and practices that support effective product design. * Assist in the recruitment and selection of qualified product designers. * Ensure proper onboarding and orientation of new product design team members. * Monitor and address employee relations issues within the product design team. * Support talent development and career growth opportunities within the team. | | * In-depth understanding of product design principles, processes, and methodologies. * Knowledge of HR practices and regulations applicable to the product design field. * Effective communication and interpersonal skills to effectively advise and collaborate with product design managers and professionals. * Ability to assess design skills and qualifications of product designer candidates. * Proficiency in managing HR documentation and ensuring compliance within the product design context. |
| Bacaling, Dominic  Programmer | * Authority to provide input on technical requirements. * Influence decision-making processes regarding HR policies and procedures for programming. * Collaborate with the team managers to align HR practices with the team's goals and objectives. | * Collaborate with the HR team to identify software needs and requirements. * Assist in the recruitment and selection of qualified product designers. * Ensure proper onboarding and orientation of new programming team members. * Support talent development and career growth opportunities within the team. | | * Ability to work collaboratively in a team and communicate effectively with HR and other stakeholders. * Knowledge of HR practices and regulations applicable to programming field. * Ability to assess programming skills and qualifications of programming candidates. * Proficiency in managing HR documentation and ensuring compliance within the product programming context. | |

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| Role | Authority | Responsibility | Competence |
| Project Adviser  Mr. Christopher T. Carpio | * Provide guidance and advice on HR-related matters in project planning and execution. * Influence decision-making processes related to HR policies and procedures within the project. * Collaborate with project managers to ensure HR compliance and alignment with project objectives. | * Advise project managers on HR strategies and best practices for effective project implementation. * Facilitate the recruitment and selection of project team members. * Ensure proper onboarding and orientation of project personnel. * Manage project-specific HR documentation, including contracts, agreements, and policies. * Monitor and address employee relations issues within the project team. | * n-depth understanding of project management principles and methodologies. * Knowledge of HR practices and regulations applicable to project environments. * Effective communication and interpersonal skills to effectively advise and collaborate with project managers. * Ability to analyze project requirements and align HR strategies accordingly. * Proficiency in managing project-specific HR documentation and ensuring compliance. |
| Quality Assurance  Mr. Jose Eugenio L. Quesada | * Develop and enforce HR policies and procedures for QA personnel. * Conduct performance evaluations and provide feedback. * Address employee relations issues within the QA team. * Administer compensation and benefits programs for QA personnel. * Support career development and succession planning for QA personnel. * Maintain confidentiality and handle sensitive information. | * Recruitment and selection of qualified QA personnel. * Training and development programs for QA personnel. * Promoting a positive work environment and resolving conflicts. * Ensuring fair and competitive compensation packages. * Identifying growth opportunities and creating career paths. * Data management and maintaining accurate records. | * Understanding QA requirements and skills. * Familiarity with industry-specific QA standards and certifications. * Assessing performance and providing feedback. * Knowledge of training methodologies and QA best practices. * Conflict resolution and communication skills. * Compensation analysis and benchmarking. * Talent management and succession planning strategies. * Handling confidential information with discretion. * Familiarity with data privacy laws and HR information systems. |

### 6.5.3. ￼Project Organizational Charts

### 6.5.4. ￼Staffing Management

Staffing management is vital in a project as it ensures the appropriate allocation of skilled individuals, fostering team productivity, and maximizing the project's chances of success. With this project, we need more hands for researchers that are skilled in researching trends, issues, and vital knowledge that the project will use and need.

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| Role | Responsibility | number |
| Researcher | * The specialist may receive and study data from the IoT gadgets used in the smart fare collection system. They would look at the data to find patterns, trends, and ideas about price transfers, customer behavior, or system performance. This would help them make decisions and improve the smart fare system. * might be asked to keep up with the latest IoT technologies and smart price gathering advances. They would figure out if modern technologies, like improved sensors or communication methods, could be used to make the smart fare system more efficient, safer, or better for users. Their job would be to investigate and evaluate possible technological improvements that could help the project. | * The project team would need at least two researchers to apply for the position. |
| Tester | * Design and develop test cases based on functional requirements and system specifications to validate the functionality and performance of the fare collection system. * Conduct regression testing to ensure that previously tested functionalities continue to work properly after changes or enhancements are made to the fare collection system. * Perform load and stress testing to assess the system's performance under various user loads and stress conditions, ensuring that it can handle peak usage and maintain optimal response times. | * The project team would need at least two-three testers to apply for the position. |