# **HR Management Plan**

## Project:

## **Organization Calendar**

**Not Working Days**

| **Date** | **Festival Name** | **Region/Country** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**Work Hours**

| **Shift Name** | **Start Hr** | **End Hr** | **Region** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Resource Calendar**

**Planned Leaves**

| Resource Name | Date from | Date To | Comments |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

## **RACI Matrix**

|  | Role1 | Role2 | Role3 | Role4 | Role5 |
| --- | --- | --- | --- | --- | --- |
| Phase1 | A | I | C | C | R |
| Phase2 | I | A | C | R | R |
| Phase3 | R | R | A | R | C |
| Phase4 | I | R | I | A | C |
| Phase5 | I | I | C | C | A |
|  |  |  |  |  |  |

## **Resource Pool Description**

Details of the available (or to be available) resources.

| Resource Name | Resource Skill | Rate | Functional department |
| --- | --- | --- | --- |
| Name of the personnel | Skills relevant to the project | Hourly rate or monthly rate…. | Functional department from where the resources are drawn |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Staffing Plan**

When will the human resources be working on the project?

| Resource Name / Role Name | MMYY | MMYY |
| --- | --- | --- |
|  | Month and availability of the resource to work on the project. The plan may be made for the quarter or the year. ( Add dates if needed) |  |
|  |  |  |
|  |  |  |
|  |  |  |