# 11. Human Resource Management Plan

## Project Code:

## Project Calendar:

* Working Time for various teams
* Weekly Off
* Non-working Days

## Job Description:

Define for every Job

## Project Roles & Responsibilities

Define for every Role

## Project Org Chart

## Training Plan

Type of training, Duration, When, who should participate etc

## Appraisal System

## Conflict Management System

## Issue Log Template

## Ground Rules

## Location of Various Teams

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## Interview Process

Define for every job