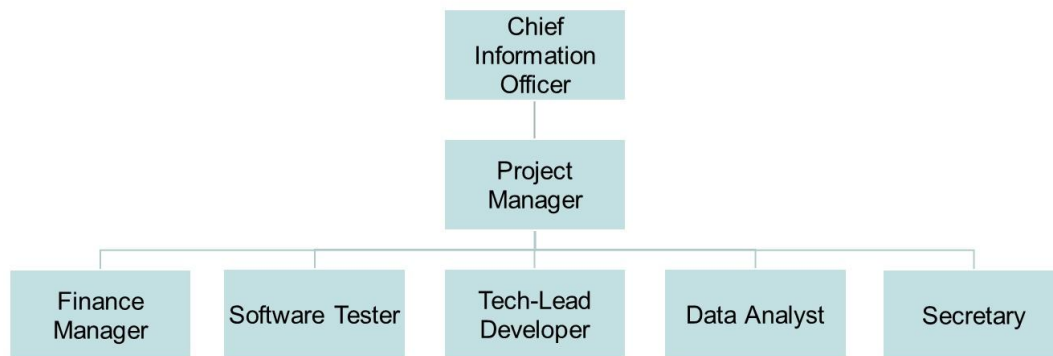


# HR Plan V1

## UOW Room Revamping Organization Chart 10 Oct 2022



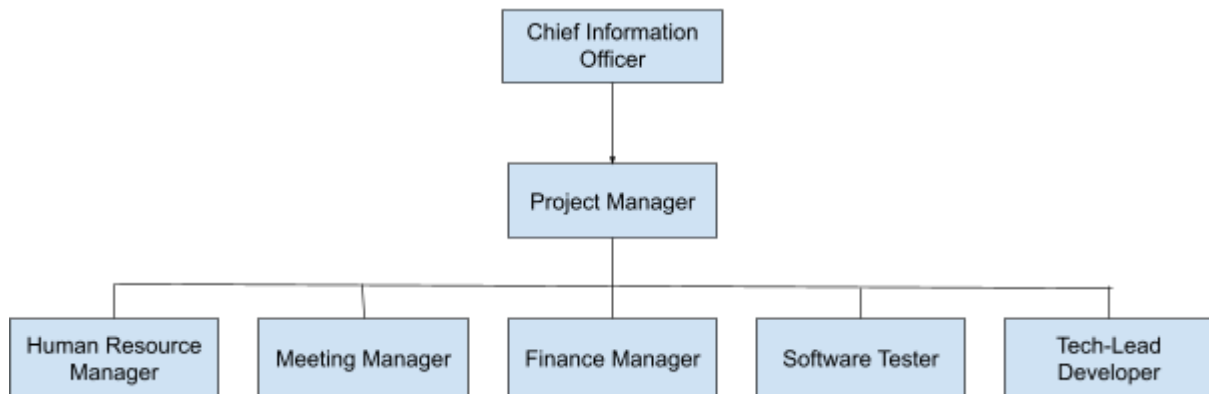
| Name and Signature     | Role   | Position                         |
|------------------------|--|----------------------------------|
| Terence Chew           | <ul style="list-style-type: none"><li>- Approve project charter</li><li>- Provide guidance</li></ul>   | <b>Chief Information Officer</b> |
| Theophilus Yim Wai Onn | <p><b>Primary Role:</b></p> <ul style="list-style-type: none"><li>- Overall in charge of project</li></ul> <p><b>Secondary Role:</b></p> <ul style="list-style-type: none"><li>- Liaise with CIO closely on all matters</li><li>- Planning and developing project ideas</li><li>- Monitor project progress and set deadlines</li><li>- Solve arising issues such as potential hiccups</li><li>- Evaluate project performance</li></ul> | <b>Project Manager</b>           |

|                       |  |                            |
|-----------------------|--|----------------------------|
|                       | <ul style="list-style-type: none"> <li>- Ensure stakeholder satisfaction is met</li> </ul>   |                            |
| Wong Tsun Hong        | <p><b>Primary Role:</b></p> <ul style="list-style-type: none"> <li>- Ensure that the project is done within the stipulated budget</li> </ul> <p><b>Secondary Role:</b></p> <ul style="list-style-type: none"> <li>- Identifying areas of improvements and develop solutions so that the project can be delivered at a lower cost</li> <li>- Requesting for additional budget where necessary</li> </ul>    | <b>Finance Manager</b>     |
| Dominic Chua Yang Wei | <p><b>Primary Role:</b></p> <ul style="list-style-type: none"> <li>- Documenting of all the situations that had been tested on the program</li> </ul> <p><b>Secondary Role:</b></p> <ul style="list-style-type: none"> <li>- Liaise with project mates on programming journey and also working closely with the Tech-Lead Developer to understand what changes he will be making to the program</li> </ul> | <b>Software Tester</b>     |
| Hau Bin Hui           | <p><b>Primary Role:</b></p> <ul style="list-style-type: none"> <li>- Deliver software code (project deliverable)</li> <li>- Overall in charge of Programming</li> </ul> <p><b>Secondary Role:</b></p> <ul style="list-style-type: none"> <li>- Liaise with project mates on the programming journey.</li> </ul>  | <b>Tech-Lead Developer</b> |
| Jasmine Han Qinying   | <p><b>Primary Role:</b></p> <ul style="list-style-type: none"> <li>- Gathering, validating and documenting project requirements.</li> </ul> <p><b>Secondary Role:</b></p>  | <b>Data Analyst</b>        |

|                  |   |                  |
|------------------|---|------------------|
|                  | <ul style="list-style-type: none"> <li>- Liaise and guide project mates regarding project requirements to make sure the project fulfils its requirements.</li> <li>-Working closely with Tech -Lead Developer on software code.</li> </ul>  |                  |
| Debra Tan Yi Wei | <p><b>Primary Role:</b></p> <ul style="list-style-type: none"> <li>- Ensure that the project is aligned with the project objectives</li> </ul> <p><b>Secondary Role:</b></p> <ul style="list-style-type: none"> <li>- Support the project by ensuring that the meetings run smoothly with objectives achieved.</li> <li>- Liaise with the Project Manager to ensure that the projects are on track, through resolving conflicts and mitigating risks involved.</li> </ul> | <b>Secretary</b> |

## HR Plan V2

### UOW Room Revamping Organization Chart 26 Oct 2022



| Name and Signature     | Role   | Position                         |
|------------------------|--|----------------------------------|
| Terence Chew           | <ul style="list-style-type: none"><li>- Approve project charter</li><li>- Provide guidance</li></ul>   | <b>Chief Information Officer</b> |
| Theophilus Yim Wai Onn | <p><b>Primary Role:</b></p> <ul style="list-style-type: none"><li>- Overall in charge of project</li></ul> <p><b>Secondary Role:</b></p> <ul style="list-style-type: none"><li>- Liaise with CIO closely on all matters</li><li>- Planning and developing project ideas</li><li>- Monitor project progress and set deadlines</li><li>- Gathering, validating and documenting project requirements.</li><li>- Solve arising issues such as potential hiccups</li><li>- Evaluate project performance</li></ul> | <b>Project Manager</b>           |

|                     |  |                        |
|---------------------|--|------------------------|
|                     | <ul style="list-style-type: none"> <li>- Ensure stakeholder satisfaction is met</li> </ul>   |                        |
| Wong Tsun Hong      | <p><b>Primary Role:</b></p> <ul style="list-style-type: none"> <li>- Ensure that the project is done within the stipulated budget</li> <li>- Update the Cost baseline template every 2 weeks.</li> </ul> <p><b>Secondary Role:</b></p> <ul style="list-style-type: none"> <li>- Calculate any cost changes that may arise from changes in project plans such as change requests.</li> <li>- Identifying areas of improvements and develop solutions so that the project can be delivered at a lower cost</li> <li>- Communicate any cost changes to the person responsible for maintaining Microsoft Project and work together to ensure the budget is correctly reflected.</li> </ul> | <b>Finance Manager</b> |
| Jasmine Han Qinying | <p><b>Primary Role:</b></p> <ul style="list-style-type: none"> <li>- Documenting of all the situations that had been tested on the program</li> <li>- Working closely with Tech -Lead Developer on software code.</li> <li>- Update the milestone report weekly, taking note of any changes in schedule.</li> </ul> <p><b>Secondary Role:</b></p> <ul style="list-style-type: none"> <li>- Liaise with project mates on programming journey and also working closely with the Tech-Lead Developer to understand what changes he will be making to the program</li> </ul>   | <b>Software Tester</b> |

|                       |   |                            |
|-----------------------|---|----------------------------|
| Dominic Chua Yang Wei | <p><b>Primary Role:</b></p> <ul style="list-style-type: none"> <li>- Support the project by ensuring that the meetings run smoothly with objectives achieved.</li> <li>- Record down all details of meetings such as items discussed and tasks accomplished and update the Meeting Agenda template.</li> <li>- Evaluate the situation of the team by observing during and outside of meetings, updating the Risk Register accordingly. Liaising with the Project Manager on what can be done to reduce the risk.</li> </ul> <p><b>Secondary Role:</b></p> <ul style="list-style-type: none"> <li>- Liaise with the Project Manager to ensure that the projects are on track, through resolving conflicts and mitigating risks involved.</li> <li>- Define the purpose and intended outcome of the meeting.</li> </ul> | <b>Meeting Manager</b>     |
| Hau Bin Hui           | <p><b>Primary Role:</b></p> <ul style="list-style-type: none"> <li>- Deliver software code (project deliverable)</li> <li>- Overall in charge of Programming</li> </ul> <p><b>Secondary Role:</b></p> <ul style="list-style-type: none"> <li>- Work closely with the Software Tester during the Testing and Designing stage to make sure that designs meet the project requirements and testing to make sure that all requirements are adequately met.</li> <li>- Update Microsoft Project to ensure consolidation of the project's manpower, schedule and cost and any changes in them on a centralised platform.</li> </ul>   | <b>Tech-Lead Developer</b> |

|                         |  |                                      |
|-------------------------|--|--------------------------------------|
| <p>Debra Tan Yi Wei</p> | <p><b>Primary Role:</b></p> <ul style="list-style-type: none"><li>-Update and monitor HR plans, liaise with team members and ensure that they are clear on their responsibilities and roles.</li><li>- Update the scope statement when necessary to record any changes in project deliverables and requirements, liaising with Requirement Manager to ensure that all the project requirements are recorded down and properly communicated to the team.</li></ul> <p><b>Secondary Role:</b></p> <ul style="list-style-type: none"><li>-Overall in charge of navigating the change request by leading the inquiry into what changes in regard to the project arise as a result of the change request.</li></ul> | <p><b>Human Resource Manager</b></p> |
|-------------------------|--|--------------------------------------|