IOTA GAMMA DIRECTORY CONVERSION

Human Resource

Plan

Working Group 4
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INTRODUCTION

Human resources management is typically an important part of a project. In general, creating a plan would serve to manage the way the organization responds to the needs of the project. In the capacity of the Iota Gamma Directory Conversion ("IGDC") project, the human resources management plan will be quite simple. It will primarily consist of re-titling a resource on the team. In other words, for a certain portion of the project, two team members may be called programmers. For another portion, the systems engineer may act as a quality assurance manager. This plan will include:

● Roles and responsibilities of team members throughout the project
● Staffing management plan to include:
    a. Timeline for resources/skill sets
    b. Training required to develop skills

The purpose of the human resources management plan is to achieve project success by ensuring the appropriate resources are prepared with the necessary skills, resources are trained if any gaps in skills are identified, and team activities are effectively managed.

ROLES AND RESPONSIBILITIES

The roles and responsibilities for the IGDC project are essential to its success. All team members must clearly understand their roles and responsibilities in order to successfully perform their portion of the project. The following project team roles and responsibilities have been established:

Project Manager (PM), (1 position): responsible for the overall success of the IGDC Project. The PM must authorize and approve any project expenditures. The PM is also responsible for ensuring work activities meet established acceptability criteria and fall within acceptable variances. The PM will be responsible for reporting project status in accordance with the Communications Management Plan ("CMP.") The PM will participate in the evaluation of the performance of all project team members and discuss performance with the team members. The PM is also responsible for assigning roles to human resources for the project. The PM must possess the following skills: leadership/management, budgeting, scheduling, and effective communication.

Systems Engineer (SE), (1 position): responsible for gathering coding requirements for the project. The SE is responsible for all upgrade design, coding, and testing of the software. The SE will assist the systems designer in the installation and monitoring of the software. The SE will be responsible for timely status reporting to the PM as required by the CMP. The SE may not authorize any project expenditures nor allocate any resources without PM approval. SE's performance will be reviewed by the PM and communicated to the SE. The SE must be proficient in managing network architecture.

Systems Designer (SD), (1 position): The SD is responsible for the installation, and monitoring of the new software. The SD is responsible for working with the SE to ensure all coding on new software conforms with organizational security regulations. The SD is responsible for coordinating installation of the software. The SD will report status to the PM in accordance with the project's CMP. The SD's performance will be reviewed by the PM and communicated to the SD. The SD must be experienced with databases, html, C++, SQL and Java.

Trainer (TR), (1 position): The TR is responsible for training the end users on the use and features of the new software. The TR will coordinate video conference training times for the Sponsor and Key Stakeholders. The TR will supervise as the newly trained members share with other members. The TR will provide training status to the PM in accordance with the project CMP.

Software Engineer (SW), (1 position): The SW is responsible for the coding, testing and monitoring of the new software. The SW is responsible for working with the SE to ensure all coding on new software conforms with organizational security regulations. The SW will work closely with the SD. The SW will report status to the PM in accordance with the project's CMP. The SW's performance will be reviewed by the PM and communicated to the SW. The SW must be experienced with html, C++, SQL and Java.

Quality Assurance\Tester (QA), (1 position): The QA is responsible for testing the user interface, the access, the functions, and the overall user-friendliness of the system prior to each segment being accepted by the Sponsor. The QA is responsible for working with the SE to rectify any problems that are uncovered, ensuring that all coding on new software conforms with the scope. The QA will work closely with all team members. QA will report status to the PM in accordance with the project's CMP. QA needs no experience, just an understanding of expectations and ability to report findings.

PROJECT ORGANIZATIONAL CHARTS

The following RACI chart shows the relationship between project tasks and team members. Any proposed changes to project responsibilities must be reviewed and approved by the project manager. Changes will be proposed in accordance with the project's change control process. As changes are made all project documents will be updated and redistributed accordingly.

	Project Manager	Systems Engineer	Systems Designer	Trainer	Software Engineer	Quality Assurance
Requirements Gathering	A	R	R		I	I
Coding Design	A	C	R		C	
Coding Input	A	R	C		R	
Software Testing	A	R	C		C	R
Network Preparation	A	R	A		I	I
Implementation	A	C	R	I	C	C
Conduct Training	A			R	C	C

Key:
R – Responsible for completing the work
A – Accountable for ensuring task completion/sign off
C – Consulted before any decisions are made
I – Informed when an action/decision has been made

STAFFING MANAGEMENT

Staff Acquisition:
For the IGDC Project, the staff will consist entirely of the student team. There will be no outsourcing/contracting performed within the scope of this project. The Project Manager will negotiate with existing team members in order to identify and assign resources in accordance with the project organizational structure. The project team will not be co-located for this project and all resources will remain in their current workspace.

Resource Calendars:

The IGDC Project will last for fifteen weeks. It is expected that team members will spend about ten hours per week on assigned work packages. A resource histogram will be created once the Work Breakdown Structure is complete.

Training:

There is currently no training scheduled for team members for the IGDC Project. It is believed that WG4 is adequately skilled; however, if it is determined that training is required, the team will work to identify complimentary training.

Performance Reviews:

There will not be a formal performance review process, however, the PM will review each team member's assigned work activities at the onset of the project and communicate all expectations of work to be performed. The project manager will then review each team member throughout the project to evaluate their performance and how effectively they are completing their assigned work.

Recognition and Rewards:

The recognition and rewards in this project will come in the form of grades. Each team member is encouraged to provide recognition to the others whenever it is appropriate.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

_____

Ms. Shelley Worrell

Directory Administrator

Date: _____