**Human Resource Plan**

**Human Resource Plan**

**CAC Management System**

**Chandrika Agri Centre**

**Owner : Nipuni Rajapaksa**

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**03.30.2019**

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**Human Resource Plan History**

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document can be found in the following repository - <https://breo.beds.ac.uk/webapps/blackboard/execute/groupFileExchange?course_id=_61927084_1&group_id=_67057_1>

## 1.2 Revision History

**Date of this revision:**

**Date of Next revision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| 03.30.2019 | - | First issue |  |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
| Dr. Yasas Jayaweera |  | Project Executive | 03.30.2019 | 1.0 |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
| Dr. Yasas Jayaweera | Project Executive | 03.30.2019 | 1.0 |

**Introduction**

Chandrika Agri Center is currently a emerging manufacturer & provider of fertilizer in Sri Lanka, which is a stern pillar in building the economical infrastructure of any country. Currently as it stands, in 2019, the company consists of several segmented processes handled by about 25 employees and a corporate team for the administrative task performances.

With the budding of the company and upscaling being prominent at the time of concern, the management sector pertinent to performing administrative functions is in need of a control system in place to avoid complications and efficiency compromises that are potentially viable for any emerging company.

This is where the project team led by the project manager would step in, by offering to implement a software solution to monitor the systematic flow of work within the company relevant to the process of manufacturing as well as employee evaluation. This will include relevant components for these management purposes and will enable Chandrika Agri Centre to move forward in the business world with one foot firmly planted on a profitable business.

Human resource management plays a significant role in the process of project management in terms of work allocation and the success of the final delivery. The human resources management plan includes:

* Roles and responsibilities of team members throughout the project
* Project organization charts
* Staffing management plan to include:
  1. How resources will be acquired
  2. Timeline for resources/skill sets
  3. Training required to develop skills
  4. How performance reviews will be conducted
  5. Recognition and rewards system

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

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# Roles and Responsibilities

The project was distributed to 5 roles to facilitate the efficient and effective project implementation and documentation. The project team received role assignments within the first week and the role responsibilities will be discussed below.

The roles and responsibilities for the CAC Management System Software Solution Project are essential to project success. All team members must clearly understand their roles and responsibilities in order to successfully perform their portion of the project. For the Software Upgrade Project the following project team roles and responsibilities have been established.

**Project Manager (PM), (1 position):** Responsible for the overall success of the Software Upgrade Project. The PM must authorize and approve all project expenditures. The PM is also responsible for approving that 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. The PM will evaluate the performance of all project team members and communicate their performance to functional managers. The PM is also responsible for acquiring human resources for the project through coordination with functional managers. The PM must possess the following skills: leadership/management, budgeting, scheduling, and effective communication.

**Developer (DE), (2 positions):** Responsible for gathering coding requirements for the Software Upgrade Project. The DEs are responsible for all upgrade design, coding, and testing of the upgraded software. The DEs will assist the implementation lead in the distribution and monitoring of the software upgrades infrastructure. The DEs will be responsible for timely status reporting to the PM as required by the communications management plan. The DEs may not authorize any project expenditures nor allocate any resources without PM approval. DE’s performance will be managed by the PM. DEs must be proficient in programming Java with Netbeans IDE.

**Technical Writer (TW), (1 position):** Responsible for maintaining clear communication between the project team and the client in terms of documentation primarily while also reporting to the project manager about the constant project progress. Information gathering and clearing issues existing within comprehensibility gaps and satisfaction levels of the client are also handled while constant reporting to the project board are documented for aiding the project management. Should report primarily to the stakeholders such as client, project board in terms of non-team personnel. The TW performance would be assessed by the project manager with proper supervision with relevance to the team hierarchy. The technical writer should be proficient in PMBOK and Prince2 documentation strategies and have understanding of both technical understanding of code and non-technical requirement communication respectively.

**Quality Assurance (QA), (1 position):** Responsible for maintaining the quality of all deliverables produced within the scope of the project in concern. All document quality inspections and code review will have to initially pass through QA to reach the project manager in terms of producing a final delivery to the client or the stakeholders in the project board. The QA would be responsible for assessing risks and managing those risks as well in aiding a more efficient strategic project implementation. Maintaining a level of grading for products are also required from the QA to make sure they meet the client acceptance criteria. Reporting hierarchy stresses QAs to report to PMs in terms of communication and should work with the technical team as well. The QA should be proficient in risk analysis and management, quality inspection tools and logging related to issues in terms of documenting while also being conversant with code review strategies.

# Project Organizational Charts

The following RACI chart shows the relationship between project tasks and team members. Any proposed changes to project responsibilities have been reviewed and approved by the project manager. Any 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 Team Members** | | | | | | | |
| **Name:** | Nipuni | Udara | Manuja | Kavindi | Nuwantha | Chandrika Agri Center | Dr. Yasas |
| **Student Number:** | 1812862 | 1814308 | 1812914 | 1812865 | 1727525 | - | - |
| **Role:** | *Project Manager* | *Technical Writer* | *Developer* | Quality Assurance | Developer | Client | Project Executive |
| Project Brief | A | R | C | R | C | I | I |
| Project Initation Document | I | A | R | R | R | C | C |
| Gantt chart | C | I | A | R | R | - | I |
| Highlight Reports | A | R | C | C | C | C | I |
| Project Mandate | A | R | C | C | C | I | I |
| Communication Plan | R | R | A | C | I | - | I |
| Project Approach Document | C | R | C | C | A | - | - |
| Reflective Report | A | R | C | R | C | I | - |
| Expected Value Document | A | C | C | R | C | I | - |
| Client Acceptance | I | I | R | R | A | C | I |
| Project Documentation | A | R | C | R | C | I | I |
| Client Meeting Minutes | R | A | I | I | I | C | I |
| Class Meeting Minutes | R | C | I | I | A | - | C |
| Requirement Gather & Analysis | A | R | R | R | R | C | I |
| Product Design | I | C | R | A | R | C | I |
| Product Development | I | C | R | C | R | I | I |
| Product Implementation | I | C | R | I | A | I | I |
| Product Testing | A | I | C | R | C | - | I |
| Risk Assessment | R | C | I | R | I | - | - |
| Change Management | R | C | I | A | I | I | - |
| Client Appraisal | A | I | I | I | R | C | I |

Key:

R – Responsible for completing the work

A – Accountable for ensuring task completion/sign off

C – Consulted before any decisions are made

I – Informed of when an action/decision has been made

Furthermore the hierarchy pertaining to project management is based on projectized organization structure. The structure is minimal owing to the small team size and is diagrammatically shown below.

**Project Executive (PE)**

Technical Writer (TW)

Developer #1 (DE)

**Project Manager (PM)**

**Client/ Senior User (SU)**

Developer #2 (DE)

Quality Assurance (QA)

While all members are allowed to communicate with the Project Board, the diagram represents the Project Manager as the main representative of the project team in terms of communication and recognition.

# Staffing Management

Human resource management is the management of planning, and staffing of intellectual and physical inputs, or people of different skill levels. This means hiring the right people for each job. *Staffing,* is the management function devoted to acquiring, training, appraising, and compensating employees

**Staff Acquisition:**

For the Software Solution Project the project staff will consist entirely of internal resources. There will be no outsourcing/ contracting performed within the scope of this project. The Project Manager will negotiate with the project board and the client in order to identify and assign resources in accordance with the project organizational structure. All resources must be approved by the project executive before the resource may begin any project work. The project team will not be co-located for this project and all resources will remain in their current workspace.

**Training:**

There is currently no training scheduled with regards to the Software Solution Project since the company has adequate staff with manageable skill sets and the project team is also capable of providing a user friendly final system. However, if training requirements are identified, funding is available and the client has undertaken the responsibility of performing technical skill management seminars for the employees of the company.

**Performance Reviews:**

The project manager 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 evaluate each team member throughout the project to evaluate their performance and how effectively they are completing their assigned work. This would be aided by the RACI Matrix used for assigning the level of responsibilities for each role of the project team. These performances along with the project manager’s would be periodically assessed by the project executive in evaluating the efficiency and effectiveness of the roles assigned.

**Recognition and Rewards:**

Although the scope of this project does not allow for ample time to provide cross-training or potential for monetary rewards there is several planned recognition and reward items for project team members.

* Upon successful completion of the Software Solution Project, a gathering will be held to celebrate the success of each team member.
* Upon successful completion of the project, team members would receive feedback from the project executive and an incentive from the client.
* Team members upon completion of their tasks will have their photo taken for inclusion in the Chandrika Agri Centre annual report cover.
* The company will provide free gift packages for the team members.