Human Resources Management Plan

Roles and Responsibilities:

Project MetaGuest is a completely internal project that will follow suit within Target’s matrix structure organization. The following staffing requirements are necessary for completing MetaGuest within the stringent timeline:

Project Manager (1 Position) – The project manager is ultimately responsible for all aspects of managing the project, overall administration duties, and communication of results and iterations. Authority is linked through submittal of a performance review for all project team members and will have direct correlation with annual raises, terminations, or performance improvement plans. The ideal candidate will have prior 1 year prior project management experience, knowledge of data housing and manipulation software, and familiarity with data reporting structure at Target.

Data Analyst (4 Positions) – The data analyst is responsible for establishing key metrics for the new reporting techniques. The four different positions will require specific subject matter expertise in: RFV delineation, Lifestage calculation, Trip Spend definition, Stable Time Logic acquisition. This is an individual contributor role without any authority beyond project contribution. Upon completion of the project, the project manager will evaluate your contribution and it will be reviewed as the annual innovation project in the annual review. The ideal candidate will have active knowledge of specific subject matter, demonstrated time management skills as well as deadline delivery success, and permission from manager.

Senior Analyst (1 Position) – The senior analyst will interpret and document all coding aspects of project MetaGuest. This position works in close tandem with the project manager and is preceding experience for project management roles. All analysts and programmers report to the senior analyst. Incentive is being offered based on ratings from direct reports. The ideal candidate will have excellent communication skills both written and verbal. Coding languages including: SAS, SQL, Teradata, Tableau, Hadoop, and IR are necessary for this role. This is an entry level leadership role with the ideal candidate being endorsed as a leader from their manager.

Programmer (9 Positions) – A programmer from the following languages is needed: MicroStrat, Tableau, ADW, EDW, SAS, TeraData, Hadoop, SQL, and IR. The programmer will write basic reporting code that complies with Target’s best practices with subtext for basic documentation. As an individual contributor you will be responsible for your work and the joining acquisition found in the AON. Direction is supported through the senior analyst. MetaGuest is within the Innovation project strategy and will be documented in the programmers annual review. The ideal candidate will be comfortable working on a collaborative meeting for a short time, proven coding track record, and excellent communication skills.

MetaGuest Organization Chart

Staff Management Plan

Staff Acquisition: Given the matrix structure of Target, this project will follow suit. This project falls within the overall Innovation project space, of which all departments contribute towards. The positions will be communicated from the director to the mangers, and sent out via email through the project promotion channel. The resource calendar along with the time phased budge can be found in appendix 2 and 3. Resources are based on hourly completion and must be followed within the order detailed in appendix 2. Given the detailed, disparate, and relatively short nature of the programming and analysis positions, roles are subject to one contributor rather than adding additional resources. Applications are open until filled and manager consent is necessary for all analyst/programmer roles with a signature required for understanding the resource calendar, which will serve as the release notice. Given the high nature of the roles for this project, it is expected that team members will balance the project with their other assigned responsibilities. There is not additional training needed for this project. Recognition and rewards will be communicated to mangers as well as the annual performance review. Compliance and safety is within the parameters of the general work contracts of all participants.