Resource Management Plan

# 1. Introduction

This Resource Management Plan outlines how project resources will be identified, acquired, managed, and released for the Windows 11 Laptop Migration Project. It ensures critical roles are staffed with appropriately skilled personnel to deliver the project successfully.

# 2. Resource Requirements

The following table outlines the required resources, including quantity, skill level, and importance to the project:

|  |  |  |  |
| --- | --- | --- | --- |
| Resource Role | Quantity | Skills & Experience Required | Priority |
| Senior SCCM Engineer | 1 | Minimum 5 years in SCCM deployments, Windows imaging, GPO, WSUS | Critical |
| Deployment Technician | 4 | 2+ years in hardware setup, BIOS configuration, laptop deployment | High |
| Business Analyst | 1 | Strong stakeholder communication skills, application compatibility testing | Medium |
| Project Administrator | 1 | Project support experience, scheduling, reporting | Low |

# 3. Roles and Responsibilities

Each team member has a defined role with specific responsibilities and expected competency levels. Senior roles are expected to contribute to risk mitigation and technical escalation paths.

# 4. Acquisition Strategy

Internal resources will be identified in coordination with IT Operations and Human Resources. External contractors, if required, will be procured through preferred vendors and must meet the experience criteria outlined above. Screening will include review of certifications, project history, and references.

# 5. Training and Development

In case ideal candidates are not available, substitute staff will receive focused onboarding or shadowing support from senior resources to minimize risk. Knowledge transfer sessions will be scheduled during the pilot rollout phase.

# 6. Resource Release Plan

Resources will be released in alignment with project completion milestones. Project documentation and knowledge base updates are required before offboarding. A phased exit strategy will be followed to ensure continuity.