

Human Resource Plan

Project Title: _____

Date Prepared: _____

Roles, Responsibilities, and Authority:

Role:	Authority:	Responsibility:
1. <i>Defines the role or job title.</i>	1. <i>Defines decision making limits.</i>	1. <i>Defines the duties.</i>
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.

Project Organizational Structure:

Insert an organizational chart for the project.
May include an organizational chart of the enterprise and how the project fits within the enterprise.



Staffing Management Plan

Staff Acquisition: _____

Human Resource Plan

Describes how staff will be brought on to the project. Defines any differences between internal staff team members and outsourced team members with regards to on boarding procedures.

Staff Release:

Describes how team members will be released from the team, including knowledge transfer, and check out procedures for staff and outsourced team members.

Resource Calendars:

Shows any unusual resource calendars such as abbreviated work weeks, vacations, and time constraints for team members that are less than full time.

Training Needs:

Describes any required training on equipment, technology or company processes.

Rewards and Recognition:

Describes any reward and recognition processes or limitations.

Regulations, Standards, and Policy Compliance:

Describes any regulations, standards or policies that must be used and how compliance will be demonstrated

Safety:

Describes any safety regulations, equipment, training, or procedures.

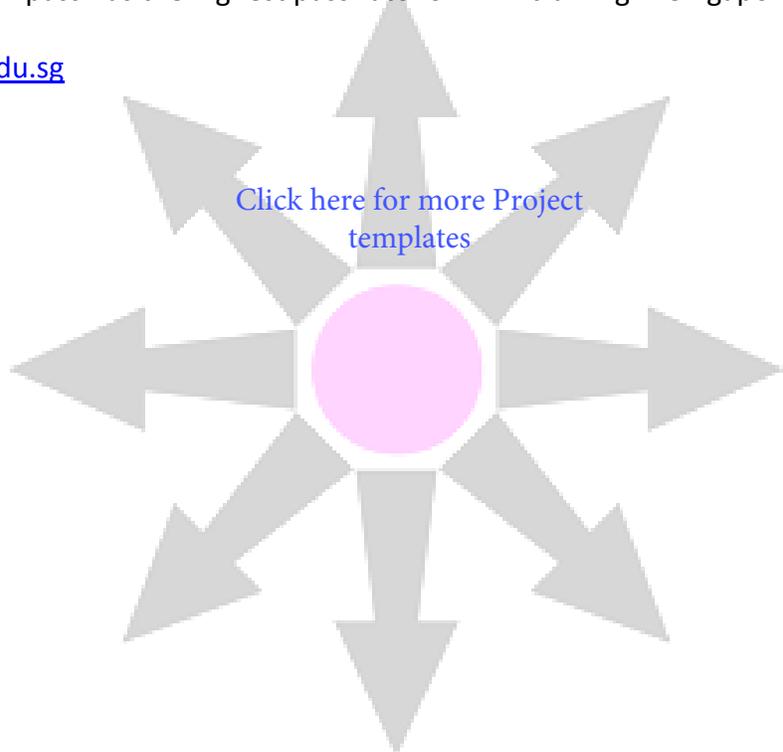
Human Resource Plan

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