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May 16, 2015

[Ref. number]

Marc Arnecke, PMP

[Project Name]

[Sub-Project, phase, etc.]

Project Human-Resource Management Plan

The Project Human-Resource Management Plan is a component of the Project Management Plan that describes how the roles and responsibilities, reporting relationships, and staff management will be addressed and structured.



[Project Name]

Project Human-Resource Management Plan

REVISIONS AND DISTRIBUTION

Revision	Release date	Distributed to*												
		Client	Consultant	JV Main office(s)	All project mgmt. dept.	Sub-contractors	Suppliers							
Rev. 0 (draft)	29/10/2013													

*) Detailed distribution lists shall be prepared for each distribution event. Further details as per the project communication plan

Amendments

The Project Human-Resource Management Plan from time to time may require updates. Any amendment to this plan shall be **informed to the change control board by use of the change request form and approved by the project change control board** prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

The initial page numbering system **(to be added upon initial approval)** will be a normal continuous numbering displayed in the lower right corner of each page. In the event that pages have to be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating “page removed”.



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Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.



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PROJECT SPONSOR APPROVAL

Prepared by:	Reviewed by:	Approved by Proj. Sponsor:
Place, dd/mm/yyyy	Place, dd/mm/yyyy	Place, dd/mm/yyyy
Marc Arnecke, PMP Designation	Name Designation	Name Designation



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OBJECTIVE

In order to deliver the project successfully, staffs with the right skills and experiences are needed.

The aim of the HR Management Plan is to identify and define the necessary roles and positions and to assess how critical the respective role for the success of the project is. Roles are therefore categorized in proficiency levels and appropriate measures are planned to close possibly existing gaps.

Subject of this planning is also the subsequent use of personnel.

Missing or incorrect personnel can mean a significant risk for the project's success. Please refer to the Project Risk Management Plan.

Other Project Plans

This project communication management plan forms part of the overall project management plan. Further project plans to be read in conjunction to this project quality management plan are:

- a) Project Management Plan,
- b) Project Scope Management Plan,
- c) Project Requirements Management Plan,
- d) Project Schedule Management Plan,
- e) Project Cost Management Plan,
- f) Project Quality Management Plan,
- g) Process Improvement Plan,
- h) *(this Project Human Resource Management Plan),*
- i) Project Communication Management Plan,
- j) Project Risk Management Plan,
- k) Project Procurement Management Plan,
- l) Project Stakeholder Management Plan,
- m) Project Financial Management Plan,
- n) Project Health and Safety Management Plan,
- o) Project Environmental Management Plan,
- p) Project Claim Management Plan.



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HR REQUIREMENTS IN OVERVIEW

SN	Role	When needed?	Desired Skill Level				Actual Skill Level				Skill Development Strategy
			A	B	C	D	A	B	C	D	
01	Project Manager	Project Initiation through Project Closure	X					X			Send for PMP training

A = proficient, B = well experienced, C = experienced, D = basic



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DESCRIPTION OF ROLES & RESPONSIBILITIES

Project Manager

The Project Manager

- Prepares the project management plan and revision(s) thereto.
- Participates in and manages project planning activities.
- Manages, reviews, and prioritizes the project work plans with objective to stay on time and on budget.
- Provides status and progress reviews to Sponsor and receives directions.
- Manages and supervises project team.
- Brings issues to the Sponsor as needed and makes recommendations.
- Identifies required project team members and forms project team.
- Motivates and coaches project team members.
- Monitors contract compliance.
- Manages change orders.
- Conducts risk management analysis.
- Meets facility and resource requirements.
- Reviews deliverables.

QA & QC Manager

The QA & QC Manager

- Develops the project quality management system and prepares the project quality management plan and the process improvement plan and revision(s) thereto.
- Distributes the project quality management plan and relevant documentation to sub-contractors and suppliers.
- Monitors the effectiveness of the project quality management system and recommends and implements improvements when required.
- Performs project audits.
- Ensures that all quality requirements are collected and informed to the concerned persons and parties.



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- Directs and manages all quality related processes on the project including all inspections, testing, audits, verifications, approvals etc..
 - Verifies that production activities and deliverables or part(s) thereof are in accordance with applicable standards.
 - Attends client quality management meetings.
 - Chairs the regular QA & QC meetings with sub-contractors and suppliers.
 - Coordinates, manages and controls the compilation of the project quality file.
 - Reviews project staff qualifications and determines training requirements.
 - Monitors and controls the remedial action of all issued non-conformance reports and closes all client complaints related to project quality.
 - Coordinates project requirements with the procurement manager.
 - Coordinates all quality related correspondence with the client and/or the client representative.
 - Archives the project documentation upon completion of the project.
 - Supervises the activities of the subsidiary staffs.
-

QC Inspector (on-site)

The QC Inspector at site

- Verifies the quality of material and/or intermediate products.
 - Monitors the production of all products and/or intermediate products.
 - Inspects during all stages of the production process.
 - Verifies the quality of products and/or intermediate product.
 - Documents inspections and tests conducted on materials, products and/or intermediate products.
 - Maintains checklists.
 - Identifies risks and issues with quality.
-

QC Inspector (off-site)

The QC Inspector off the project premises

- Verifies the quality of material and/or intermediate products.
- Monitors the production of all products and/or intermediate products.



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- Inspects during all stages of the production process.
 - Verifies the quality of products and/or intermediate product.
 - Documents inspections and tests conducted on materials, products and/or intermediate products.
 - Maintains checklists.
 - Identifies risks and issues with quality.
-

QA Eng.

The QA Engineer

- Contributes in process improvement planning.
 - Establishes best practices.
 - Develops and implements quality assurance procedures.
 - Ensures compliance to established processes and procedures.
 - Participates in project auditing.
 - Reviews project documents.
 - Analyzes non-compliances and recommends accordingly.
 - Contributes to change control.
-

QA Eng. (submittal review)

The Submittal Review Engineer

- Receives and reviews submittals from sub-contractors and suppliers and checks completeness of the document.
 - Verifies that proposed materials and/or intermediate products are in accordance with the project requirements and specifications.
 - Marks deviations and either corrects them or comments or asks for re-submission if necessary (depends to severity of deviation).
 - Updates and communicates approved material list.
-

Document Controller

...



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STAFFING MANAGEMENT

Staff Acquisition

From where and how are you getting the resources?

Resource Calendar

The timeline when resources are required

Training

What trainings must be provided respective which skills need to be developed?

Performance Review

How and how often are you doing performance reviews?

Recognition and Rewards

Explain how you will recognize/reward team members