Human Resource Management Plan.

Doc –

Project title:		Date prepared :

1.- Team Member Identification and Estimates.

Role	Number	Skill Level

2.- Roles, Responsibilities, and Authorities.

Roles (Job title)	Number	Competencies	Authority	Responsibilities
Brief description of the person´s roles in the project.	Number of team members with this job title.	Skills and capacities necessary for the role.	The extent to which the role permits decision making and managing project resources.	The duties that the role has within the project.

3.- Project Organization Structure.

- Schematic representation of the project team´s hierarchical structure

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4.- Staffing Management Plan.

Staffing Acquisition.

- Document how staff will be brought on to the project.

- Describe any differences between internal staff team members and outsourced team members with regard to on-boarding procedures.

- "In other words, considerations such as staff origin (whether should come from the organization itself or be outsourced), project team location etc.

Staff Release.

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

- In other words, procedures and time frame of team members release from the project once their part has been completed.

Resource Calendars.

- Show any unusual resource calendars such as abbreviated workweeks, vacations and time constraints for team members that are less than full time.

- A resource calendar can include a resource histogram that shows the number of the staff or the hours of work.

- In other words, time frames of project team labor, either by role, department, or individually.

- Tools such as resource histograms may be used.

Training requirements.

- Describe any required training on equipment, technology, or company processes.

- In other words, if applicable, any additional training that project members need to go through in order to acquire the capacities necessary for their role in the project.

Rewards and Recognition.

- Describe any reward and recognition processes and limitations.

- In other words, conditions under which project staff shall be rewarded and procedures for achievements' recognition.

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5.- Regulations, Standards and Policy Compliance.

- Document any regulations, standards or policies that must be used and how compliance will be demonstrated. In other words, strategies for complying with possibly applicable laws and regulations.

6.- Safety.

- Describe any safety regulations, equipment, training or procedures.

- In other words, methods and procedures that secure the project staff from occupational hazards and labor accidents during the life of the project.