HUMAN RESOURCES (HR) MANAGEMENT PLAN TEMPLATE

This template enables you to develop a human resources (HR) management plan for a project. This is a complex area and often has conflicting needs within it. For example, wanting to complete the project in the shortest time practical but needing to allow time to develop team members to enable them to perform the role assigned them.

This plan outlines the individual team roles and responsibilities for the project as defined by the project manager. It describes how the personnel involved in this project will be selected, managed, assessed and developed to ensure the team has all the skills and expertise required for its success. It contains the following:

- Roles & Responsibilities of team member
- Organizational charts for the project
- Staffing management plan that outlines the acquisition of resources process, timeframe for resources and skill sets and any training needs. Then it describes how performance reviews will be managed along with a reward and recognition procedure.

FRONT COVER	DESCRIPTION: this page details the typical items found on the cover of HR management plan. Amend its contents to reflect the needs of your specific project and organization's culture.
Displays a top-level summary of essential information relating to the HR Management Plan.	• Author: Project manager and his/her contact details. • Project Name that this plan relates to. • Version & date of HR Management Plan – Version history will be shown in relevant appendix. • Approval: lists names & job titles of those authorized to approval this plan with accompanying signature & date/version. • Circulation List of who (name, location & organization) has received stated version.

INTRODUCTION – provides an overview and description of how the human resources activities will be managed during the project and its importance. It explains the main purpose of this plan is to ensure that those with the necessary skills are available at the time needed and trained to the required level of expertise.

ROLES & RESPONSIBILITIES – this section defines each team role, its required competencies and its associated responsibilities. It also states the authority level each role has for allocating resources, making decisions and approvals.

Roles:

Responsibilities:

Competency:

Authority Levels:

PROJECT ORGANIZATION – describes and visually represents how the project activities and work packages relate to each team member, along with their responsibilities.

Organizational Charts:

RAM & RACI Tables:

STAFFING MANAGEMENT – outlines how the appropriately skilled staff will be attained illustrating the schedule each individual is required in Resource Calendars. Any skills gaps will be identified with an explanation of how they will be filled through a variety of training options. This area of the HR plan also outlines how performance reviews, including rewarding and recognizing individuals project contributions.

Acquisition Procedure:

Resource Calendars:

Training Requirements & Schedule*:*

Appraisal & Performance Reviews Process:

Rewards & Recognition Policy & Procedure:

Project Working Title:	Project Description:				Version: Date:
Project Sponsor:	Contact tel: email:	Plan Author:	Contact tel: email:		Organization:

HR Management Plan Approval			
Printed Name & Job Title	Project Role	Signature	Date Approved
	Project Sponsor		

CIRCULATED TO:	
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	APPENDIX A – VERSION HISTORY				
This appendix records the version history of this plan. For each new and approved version the reasoning behind its creation are described below					
Version Number	Name of Implementation Author	Date Revised	Approved by	Date Approved	Reasoning behind new version
1.0					

	APPENDIX B – GLOSSARY OF PROJECT TERMS	
Each project uses standard acronyms and develops their own for the ease of communication. It is important to record them in this plan to ensure clarity of description and terminology is consistent in every communication.		
Acronym / Term	Standard or Project Definition	
PMO	Project Management Office	
PM	Project Manager	
DE	Design Engineer	
IM	Implementation Manager	
TL	Training Lead	
FM	Functional Manager	

APPENDIX C – DOCUMENTATION REFERENCES		
Any professionally managed project has extensive documentation the purpose of this appendix is to record which documents (plus the version used, if applicable) have been used in the production of and in conjunction with of this plan.		
No. & Version	Document	Author