

# HUMAN RESOURCE MANAGEMENT PLAN

# [PROJECT TITLE]

**[PROJECT OWNER/SPONSOR]**

Prepared by:

Date:

**Revision History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version** | **Date** | **Revised by** | **Approved by** | **Summary of revision** | **Distribution list** |
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# HUMAN RESOURCE MANAGEMENT PLAN

|  |  |
| --- | --- |
| **Project ID**  |  |
| Project Name  |  |
| **Project Manager** |  |
| **Start Date** |  | **End Date** |  |

# 1 HUMAN RESOURCE MANAGEMENT APPROACH

##

|  |
| --- |
| Description of the approach used to acquire the necessary project personnel.(Example: internal, *outsourcing* or *co-sourcing*). The skills and expertise needed for the project must be detailed out. |

# 2 HUMAN RESOURCE REQUIREMENTS

|  |
| --- |
| Description of the division of tasks assigned to each project team member based on the milestones identified in the implementation schedule. The project Gantt Chart can be attached for a clearer picture. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personnel’s duties in the project** | **Grade** | **Total number needed** | **Name of personnel (If known)**  | **Division/****Agency** | **Duration** | **Date Start** | **Date End** | **Existing skills** |
|  |  |  |  |  |  |  |  |  |
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## 2.1 Human Resource requirements categorised by grade

 Example:

|  |  |
| --- | --- |
| **Gred** | **Number of personnel needed** |
| F54 | 1 |
| F52 | 5 |
| F48 |  |
| M41 |  |
| F41 |  |
| F29 |  |
| N17 |  |
|  |  |
|  |  |
| Total | ?? |

# 3 TRAINING REQUIREMENTS

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description of the training requirements for project team members, and additional training for team members who lack the relevant skills required for the project.Example:

|  |  |  |
| --- | --- | --- |
| **Role** | **Justification for additional training** | **Training proposed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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# 4 HUMAN RESOURCE AQUISITION

|  |
| --- |
| Description of the strategies and processes for human resource acquisition. Examples: application through JPA, potential candidate interviews, hiring contract workers as and when needed. |

# 5 RECOGNITION AND AWARDS

|  |
| --- |
| Description of the recognition and awards to be given to team members after a project is successfully completete jamuan makan, insentif dan cenderahati. Dicadangkan agar diumumkan kepada ahli pasukan projek untuk meningkatkan motivasi mereka untuk menjayakan projek semasa dan projek seterusnya. |

# 6 PLAN APPROVAL

|  |  |
| --- | --- |
| **…………………………………….……………………..****Project Manager**[Name][Post][Division] | Date: …………..….. |
| **………………………………….……….………………..****Project Director**[Name][Post][Division] | Date: …………..….. |
| **…………………………………………………………..……..****Project Sponsor**[Name][Post][Division] | Date: ………..…….. |

**\*\*\*\* If Project Sponsor is not the Project/System Owner, add another box for the approval of Project/System Owner**