

# 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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**TABLE OF CONTENTS**

|  |  |
| --- | --- |
|  |  |

1 HUMAN RESOURCE MANAGEMENT APPROACH 4

2 HUMAN RESOURCE REQUIREMENTS 4

3 TRAINING NEEDS 5

4 HUMAN RESOURCE ACQUISITION 5

5 RECOGNITION AND AWARDS 5

6 PLAN APPROVAL 6

# 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** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

## 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** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

# 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**