**HUMAN RESOURCE MANAGEMENT PLAN**

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| **Project Title:** |  | **Date Prepared:** |  |

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| **Roles, Responsibilities, and Authority** | | |
| **Role** | **Responsibility** | **Authority** |
| **1.**  **2.**  **3.**  **4.**  **5.**  **6.** | **1.**  **2.**  **3.**  **4.**  **5.**  **6.** | **1.**  **2.**  **3.**  **4.**  **5.**  **6.** |

| **Project Organizational Structure** |
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| **Staffing Management Plan** |  |
| **[Staff Acquisition](#Staff_Acquisition" \o "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.)** | **[Staff Release](#Staff_Release" \o "Document how team members will be released from the team, including knowledge transfer, check-out procedures for staff and outsourced team members.)** |
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| **[Resource Calendars](#Resource_Calendars" \o "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 staff or the hours of work....)** | | |
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| **[Training Requirements](#Training_Requirements" \o "Describe any required training on equipment, technology, or company processes.)** | |
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| **[Rewards and Recognition](#Rewards_and_Recognition" \o "Describe any reward and recognition processes and limitations.)** | |
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| **[Regulations, Standards, and Policy Compliance](#Regulations_Standards_and_Policy_Compl" \o "Document any regulations, standards, or policies that must be used and how compliance will be demonstrated.)** | |
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| **[Safety](#Safety" \o "Describe any safety regulations, equipment, training, or procedures.)** | |
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