

Figure 5-9. Sample Staffing Management Plan

Project Name: Just-In-Time Training Project

Team 4 covers this Figure

Introduction

The main goal of this project is to develop a new training program that provides Just-In-Time training to employees on key topics, including supplier management, negotiating skills, project management, and software applications.

Staffing Requirements

This project will require the following internal staff:

- Project manager (PM) (Kristin was assigned 3/4 time)
- Project team members from the HR department (two people assigned half-time) to help with all the project training
- Project team member from the supplier management (SM) department (assigned half-time) to assist with the supplier management training
- Information technology (IT) department staff to help with technical support and the software applications training
- Project management (PMO) staff to help with the project management training
- Contracting department staff to assist in administering the project contracts. See the resource histogram in Attachment A for projected staffing needs over time.

Staff Assignments

The project manager will work through functional managers to assign individuals to the project. The project manager will interview potential candidates to determine suitability. If particular expertise is required for part of the project, the functional managers will plan to make experts available. Employees will be paid overtime if needed.

Training, Rewards, and Reassignment

Ideally, people assigned to this project will have appropriate experience or be willing to learn quickly on-the-job. The project manager will do his or her best to provide a challenging and enjoyable work environment. Assignment to the project will not affect an individual's salary, but the project manager will write a performance evaluation and recommend appropriate rewards. If an individual is not performing as expected, the project manager will work with him or her and the appropriate functional manager to determine whether corrections can be made or if reassignment is necessary.

Attachment A: Resource histogram