



Programme/Project Human Resource Plan



Programme/Project Name:



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Define Programme/Project Team Size

Define Programme/Project Team Size
[Replace this text with a high-level estimate of Programme/Project team size requirements.]
<ul style="list-style-type: none">[Consider the number and type of tasks to be performed, and the total effort required to complete them.]

Define Required Skill Sets

Define Required Skill Sets				
[Replace this text with a required-skill list, arranged by task, in order to identify the types of resources required, or modify the following sample table.]				
Deliverable	Resource Type	Source	Estimated Cost	Quantity
Deliverable x	Programme Manager	Internal Staff	Internal	1
	HR manager	Internal Staff	Internal	1
	Programme/Project Manager	Consultant	External Sponsors	3

Define Resource Profile

Define Resource Profile

[Replace this text with the Programme/Project resource profile or the resource staffing plan, or both, or modify the following sample illustrations.]

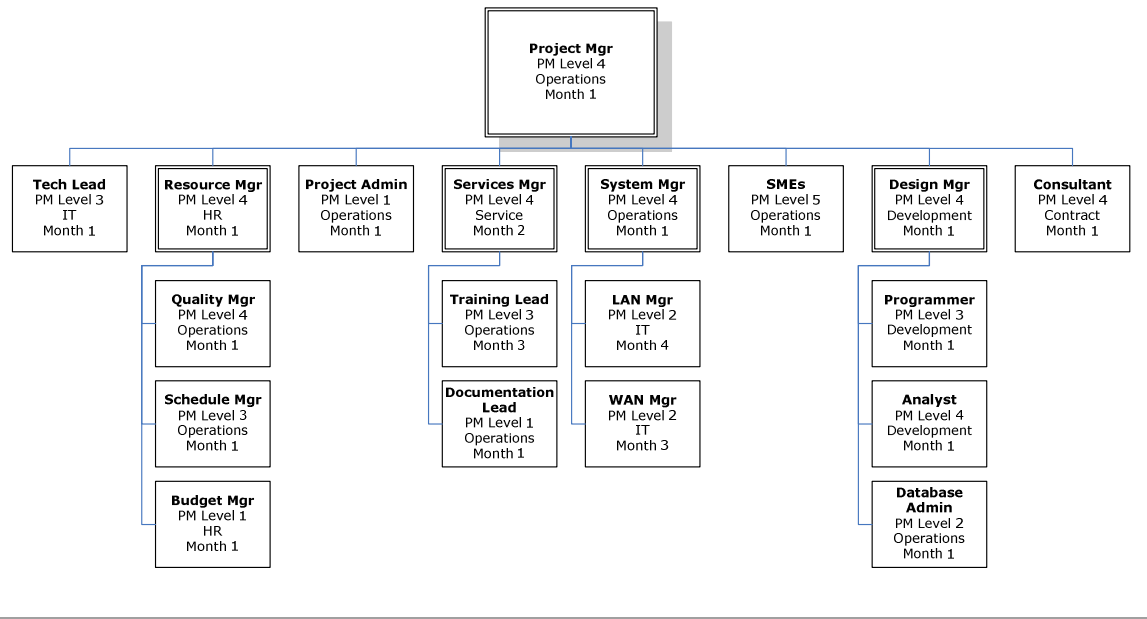
- [The resource staffing plan outlines resource availability throughout the Programme/Project life cycle.]
- [A detailed plan is required for larger Programme/Projects, to ensure that resource load estimates by phase are understood and adequately prepared for.]

Resource Type	Month 1	Month 2	Month 3	Month 4
Programme/Project Manager	1	2	1	1
Trainer	1	2	2	3
Programmer	3	5	5	3
Analyst	5	5	3	1
Consultant	2	2	2	2
Total	12	16	13	10

Define the Programme/Project Team

Define the Programme/Project Team

[Replace this text with a diagram outlining the Programme/Project organization, or modify the following sample diagram.]



Define Resource Assumptions

Define Resource Assumptions

[Replace this text with a definition of the resource assumptions identified during resource allocation.]

Define Resource Risks and Mitigations

Define Resource Risks and Mitigations

[Replace this text with a list of resource risks and mitigations. Mitigations may include:]

- [Add Programme/Project schedule tasks, along with financial reserves.]
- [Add time to tasks for which assigned resources have known skill deficiencies.]
- [Add a percent multiplier to the Programme/Project schedule for individual resources as appropriate.]
- [Add time and resources for training when no appropriately skilled resource is available.]

PROGRAMME/PROJECT CLOSURE REPORT APPROVALS

Prepared By _____
([Job Title])

Approved By _____
([Job Title])

([Job Title])

([Job Title])

Approval Date _____



