

**Dutch Brothers Plus** Tel: 530-315-4839

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| Oct 06, 2018 |  |  | 1200 |

Jeffery Morse, PM

Dutch Brothers Plus

*Dutch Brothers Plus Building Plan*

Project Human-Resource Management Plan

The Project Human-Resource Management Plan is a component of the Project Management Plan that describes how the roles and responsibilities, reporting relationships, and staff management will be addressed and structured.

### REVISIONS AND DISTRIBUTION

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Revision** | **Release date** | **Distributed to\*** | | | | | | | | | | | |
| Client | Consultant | Main office(s) | Project Manager | Procurement Manager | Quality Manager | Costs Manager | Building and Planning | Contractor | Sub-contractors | Suppliers |  |
| Rev. 0 (draft) | 29/10/2013 |  |  |  |  |  |  |  |  |  |  |  |  |
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\*) Detailed distribution lists shall be prepared for each distribution event. Further details as per the project communication plan

#### Amendments

The Project Human-Resource Management Plan may require updates. Any amendment to this plan shall be informed to the change control board by use of the change request form and approved by the project change control board prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

The initial page numbering system will be a normal continuous numbering displayed in the lower right corner of each page. If pages must be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating, “page removed”.

Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.

### PROJECT SPONSOR APPROVAL

|  |  |  |
| --- | --- | --- |
| **Prepared by:** | **Reviewed by:** | **Approved byProj. Sponsor:** |
| HQ, 03/10/2018 | Place, dd/mm/yyyy | Place, dd/mm/yyyy |
|  |  |  |
| Jeffery Morse, PM  Designation | Name  Designation | Name  Designation |

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# OBJECTIVE

People with the right skills and experiences are needed for the successful completion of the sub-project. The intention of the HR Management Plan is to identify and define the necessary positions for the success of the project. Missing or incorrect personnel will result in significant risk for the project's success. Please refer to the Project Risk Management Plan.

#### Other Project Plans

This project communication management plan forms part of the overall project management plan. Further project plans to be read in conjunction to this project quality management plan are:

1. Project Management Plan,
2. this Project Scope Management Plan,
3. Project Change Management Plan,
4. Project Schedule Management Plan,
5. Project Cost Management Plan,
6. Project Quality Management Plan,
7. (*This Project Human Resource Management Plan*),
8. Project Communication Management Plan,
9. Project Risk Management Plan,
10. Project Procurement Management Plan,
11. Project Stakeholder Management Plan,
12. Project Financial Management Plan,

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| ***DBP***    *Project Human*  *-*  *Resource Management Plan*    **HR REQUIREMENTS IN OVERVIEW** A = proficient, B = well experienced, C = experienced, D = basic   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **SN** | **Role** | **When needed?** | **Desired Skill Level** | | | | **Actual Skill Level** | | | | **Skill Development Strategy** | | A | B | C | D | A | B | C | D | | 01 | Project Manager | Project Initiation through Project Closure | X |  |  |  |  | X |  |  | Send for PM training | | 02 | Sub Project Manager | Sub Project Initiation through Sub Project Closure | x |  |  |  |  | x |  |  |  | | 03 | Procurement Manager {PrM) | Sub Project Initiation through Sub Project Closure | x |  |  |  |  | x |  |  |  | | 04 | Costs Manager (CM) | Sub Project Initiation through Sub Project Closure | x |  |  |  | x |  |  |  |  | | 05 | Quality Manager (QM) | Sub Project Phase 1 through Sub Project Closure |  | x |  |  |  | x |  |  | Send Total Quality Management Training | | 06 | On Site Foreman | Sub Project Phase 1 through Sub Project Closure |  | x |  |  |  | x |  |  |  | | 07 | Construction Workers 2 Journeyman | Sub Project Phase 1 through Sub Project Closure |  | x |  |  |  | x |  |  |  | | 08 | Construction Workers 4 Laborer | Sub Project Phase 1 through Sub Project Closure |  |  | x |  |  |  | x |  |  | | 09 | General Contractor | Sub Project Initiation through Sub Project Closure |  | x |  |  |  | x |  |  | G. Contractor will bring in Sub-Contractors | |
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# DESCRIPTION OF ROLES & RESPONSIBILITIES

## Project Manager

The Project Manager (All things concerning the Main Project)

* Prepares the project management plan and revision(s) thereto.
* Participates in and manages project planning activities.
* Manages, reviews, and prioritizes the project work plans with objective to stay on time and on budget.
* Provides status and progress reviews to Sponsor and receives directions.
* Manages and supervises project team.
* Brings issues to the Sponsor as needed and makes recommendations.
* Identifies required project team members and forms project team.
* Motivates and coaches project team members.
* Monitors contract compliance.
* Manages change orders.
* Conducts risk management analysis.
* Meets facility and resource requirements.
* Reviews deliverables.
* Communicates with the Control Board (is Representative of).
* Oversees DBP-Store Sub-Project PM

## DBP-Store Sub-Project Manager

The Sub-Project Manager (all things concerning the Sub Project Only)

* Prepares the project management plan and revision(s) thereto.
* Participates in and manages project planning activities.
* Manages, reviews, and prioritizes the project work plans with objective to stay on time and on budget.
* Provides status and progress reviews to Sponsor and receives directions.
* Manages and supervises project team.
* Brings issues to the Sponsor as needed and makes recommendations.
* Identifies required project team members and forms project team.
* Motivates and coaches project team members.
* Monitors contract compliance.
* Manages change orders.
* Conducts risk management analysis.
* Meets facility and resource requirements.
* Reviews deliverables.
* Communicates with the Control Board (is Representative of).
* Oversees DBP-Store Sub-Project PM

## QA & QC Manager

The QA & QC Manager

* Develops the project quality management system and prepares the project quality management plan and the process improvement plan and revision(s) thereto.
* Distributes the project quality management plan and relevant documentation to subcontractors and suppliers.
* Monitors the effectiveness of the project quality management system and recommends and implements improvements when required.
* Performs project audits.
* Ensures that all quality requirements are collected and informed to the concerned persons and parties.
* Directs and manages all quality related processes on the project including all inspections, testing, audits, verifications, approvals etc..
* Verifies that production activities and deliverables or part(s) thereof are in accordance with applicable standards.
* Attends client quality management meetings.
* Chairs the regular QA & QC meetings with sub-contractors and suppliers.
* Coordinates, manages and controls the compilation of the project quality file.
* Reviews project staff qualifications and determines training requirements.
* Monitors and controls the remedial action of all issued non-conformance reports and closes all client complaints related to project quality.
* Coordinates project requirements with the procurement manager.
* Coordinates all quality related correspondence with the client and/or the client representative.
* Archives the project documentation upon completion of the project.
* Supervises the activities of the subsidiary staffs.

## QC Inspector (on-site is DBP-Store QC manager)

The QC Inspector at site

* Verifies the quality of material and/or intermediate products.
* Monitors the production of all products and/or intermediate products.
* Inspects during all stages of the production process.
* Verifies the quality of products and/or intermediate product.
* Documents inspections and tests conducted on materials, products and/or intermediate products.
* Maintains checklists.
* Identifies risks and issues with quality.

## QC Inspector (City, County, State Planning Dept.)

The QC Inspector off the project premises

* Verifies the quality of material and/or intermediate products adhere to Building Codes.
* Monitors the production of all products and/or intermediate products.
* Inspects during all stages of the production process.
* Verifies the quality of products and/or intermediate product.
* Documents inspections and tests conducted on materials, products and/or intermediate products.
* Maintains checklists.
* Identifies risks and issues with quality.

## QA Eng.

The QA Engineer

* Contributes in process improvement planning.
* Establishes best practices.
* Develops and implements quality assurance procedures.
* Ensures compliance to established processes and procedures.
* Participates in project auditing.
* Reviews project documents.
* Analyzes non-compliances and recommends accordingly.
* Contributes to change control.

## QA Eng. (submittal review)

The Submittal Review Engineer

* Receives and reviews submittals from sub-contractors and suppliers and checks completeness of the document.
* Verifies that proposed materials and/or intermediate products are in accordance with the project requirements and specifications.
* Marks deviations and either corrects them or comments or asks for re-submission if necessary (depends to severity of deviation).
* Updates and communicates approved material list.

## 

## Document Controller

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# RESPONSIBILITY ASSIGN MATRIX (RAM)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Task** |  | **Roles as described above** | | | | |
| **Project Mngr.** | **QA & QC Mngr.** | **...** |  |  |  |
|  | To Be Assigned |  |  |  |  |  |  |
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**Key**: R = Responsible for completing the task

A = Accountable for ensuring task completion,

C = Consulted before any decision taken

I = Informed of taken decisions

# STAFFING MANAGEMENT

## Staff Acquisition

Resources of the Management will be selected by DBP Human Recourses.

Construction Personnel (Foreman, Journeyman, Laborers) will be selected by DBP-Store PM.

Contractors will be hired by DBP Control Board.

## Resource Calendar

All must be hired by the beginning of phase 1 construction.

## Training

PM’s will receive PM training QM’s will receive training in Total Quality Management

## Performance Review

Performance reviews are held weekly by the DBP-Store PM.

## Recognition and Rewards

None