

WBS 8.7 - GROUP 3

FINAL DELIVERABLES: SUSTAINABLE HOME CONSTRUCTION PROJECT

WBS 8.7

Sustainable Home Construction Project: Week 8 Final Deliverables

Group 3:

Jesse Hoover

Jeremy Rodgers

Lance Salter

Troy Stempfley

Robert Strack

David Wichner

Embry-Riddle Aeronautical University Worldwide

PMGT 501

Dr. Gigi Smith – Instructor

December 14, 2014

Human Resources Plan

Human Resource Management serves an extremely important purpose in the overall project plan. It ensures the project team is properly organized, trained, and equipped to perform their respective jobs and enables success. The following Human Resource Management Plan will serve to establish project team organization, roles and responsibilities, and staffing management plan. This plan will ensure the project team consists of people with the right mix of skills and abilities, and that each member of the team is keenly aware of their responsibilities.

Project Team Organization

The project team is built on a matrix style organization chart, wherein team members are organized according to their functional specialty, with the Project Manager serving as the supervisor of the individual team leads. Project members will be assigned to certain task teams for operational control, but will remain under the administrative control of their respective functional manager. Prime and sub-contractors are encouraged, but not required, to mirror the project team organization structure to the maximum extent practical to ensure ease of counterpart pairing. Functional team leads will be responsible for all aspects of management for the members of their team. This includes hiring, firing, initial and continuous training, welfare, and discipline of the members of their team. Team members will fall under the operational control of the individual responsible for the task assigned. This includes day-to-day work assignments as required to complete the task at hand.

The project team will be organized as depicted in the chart below:



Project Team Roles and Responsibilities

Project Manager: The Project Manager (PM) is responsible for the overall effort. The PM prepares the project management plan, oversees project planning activities, and manages resource allocation. The PM is ultimately responsible for contract adherence including cost, schedule, performance, and quality.

Architect Manager: The Architect Manager is responsible for oversight of all architectural planning, development, and design. The structural and design team leads will report to the Architect Manager. The Architect Manager will be the primary point of contact for the Project Manager for all architectural issues. He/she will also lead the staffing effort for the architectural team.

- Structural Lead- The structural team leader is responsible for managing all structural development, planning, drawings, and code compliance.
- Design Lead-The design lead is responsible for the exterior and interior design development, planning, drawings, and code compliance.

Quality Manager: The Quality Manager is responsible for oversight of all quality efforts. These efforts include both quality assurance and quality control. The Quality Manager will be the primary point of contact for the Project Manager for quality related issues. Quality team leads will report directly to the Quality Manager.

WBS 8.7 - GROUP 3

FINAL DELIVERABLES: SUSTAINABLE HOME CONSTRUCTION PROJECT

- Quality Assurance Lead-The quality assurance team lead will ensure the prime and sub-contractor processes meet or exceed all quality assurance metrics as developed in the quality planning phase. He/she will also perform regular process and documentation audits to ensure contractor adherence respective to industry standards.
- Quality Control Lead-The quality control lead will ensure prime and sub-contractor deliverable meet or exceed design specifications and applicable county/state code and/or industry standards. He/she will perform physical inspection/testing as determined by the quality planning phase.

Human Resources Manager: The Human Resources Manager is responsible for overseeing all HR related efforts. He/she will work with the Project Manager and the individual effort managers to determine manning levels for each team. Both the staffing lead and training lead will report directly to the HR Manager.

- Training Lead-the Training Lead is responsible for ensuring members of the team are adequately trained to perform their respective tasks. Due to the relatively short life of the project, every reasonable effort will be made to hire fully trained individuals. The training lead will work closely with the staffing lead to identify and ensure a positive handoff of skills gaps for inbound employees.
- Staffing Lead-the Staffing Led is responsible for all employee gain and loss actions. He/she will work closely with the Project Manager and manager of the team hiring. They will post job openings both internally and externally, will organize applications, coordinate interviews, and process all paperwork involved in gaining or losing employees.

Administrative Support Manager: The Administrative Support Manager is responsible for overseeing all administrative efforts including accounting, administrative assistants, and contracting. Each team lead will report directly to the Administrative Support Manager.

- Accounting Lead-the Accounting Lead is responsible for overall management of the project budget and will provide reports to the Project Manager no less frequently than weekly. He/she will work closely with team leads and prime/sub-contractors to ensure adherence to the budget.
- Administrative Assistant Lead-the Admin Assistant Lead is responsible for hiring, and managing all administrative assistants for the project team. The Project Manager and each manager underneath him/her will be assigned an administrative assistant, who will be responsible for compiling all documentation for the efforts overseen by their manager.
- Contracting Lead-the Contracting Lead is responsible for developing, awarding, executing, and monitoring the contract. He/she will work closely with team leads to ensure their respective efforts are executed in accordance with the contract. The contracting lead will coordinate all contract changes and will be the signature authority for obligating the project team to legally binding contracts.

Staffing Management Plan

Required manning levels will vary by team and project phase. Functional managers will work with their team leads to determine appropriate manning levels. Ultimately the Project Manager, working with functional managers and the HR team, will determine how many people to hire for each functional specialty. Training and education levels will be determined by the functional manager and team lead. Any required training will be coordinated with the Training Lead.

WBS 8.7 - GROUP 3

FINAL DELIVERABLES: SUSTAINABLE HOME CONSTRUCTION PROJECT

Prime and sub-contractors will be required to have their team intact before commencing their respective effort. Training and Staffing team members will work closely with prime and sub-contractors to ensure employees are adequately trained and licensed as applicable. Staffing issues will be reported to the Project Manager in the weekly issue report as directed by the Project Communication Plan. Critical position manning issues may require immediate reporting and more frequent updates as directed by the Project Manager.