

# Staffing Management Plan Template:

## Staffing Plan

The purpose of the staffing plan is to make certain the project has sufficient staff with the right skills and experience to ensure a successful project completion.

### Role Requirements

The following is a detailed breakdown of the roles required to execute the project activities. For each major project activity it includes: the project role, the project responsibility of the role, skills required, number of staff required to fulfill the role, the estimated start date and the expected duration the staff resource will be needed on the project.

Activity	Role	Project Responsibility	Skills Required	Number of Staff Required	Estimated Start Date	Duration Required

Identify and enter the name of each major **activity** for the project  
Enter name of the **role**. Example: Java Developer  
Enter the role's **responsibility** on the **project**. Example: Java Development  
Enter the **skills required** for the role: Example: Java programming expert  
Enter the **number of staff required** to fulfill the role. This is the actual number of people (such as 2), not the actual portion of the resources time (such as 50%) they will spend on the project.  
Enter the **estimated start date** on the project for the resource. Example: 01/01/06  
Enter the **duration required** for the fiscal year **FYyy-yy** – how long the resource will be needed on the project. Example: For FY05-06 the duration could be - 1 month, 1 year, 2 weeks etc.

### Staff Assigned to Roles

The following is a detailed breakdown of the actual staff assigned to the project role, the amount of Full Time Equivalent (FTE) requested for the role, the actual FTE acquired, the labor rate and unit of the labor rate for the resource and the source from which the resource is recruited.

Role	Name	Requested FTE FYyy-yy	Acquired FTE FYyy-yy	Rate	Rate Unit	Source
<b>Total</b>						

Enter the name of the **role**. Example: Java Developer  
Enter the **name** of the person fulfilling the role. Example: Name7  
Enter the **Full Time Equivalent (FTE) requested** for the person for the fiscal year **FYyy-yy**. For example – a person who is required half-time for a full year would have a FTE of .50 for FY05-06.  
Enter the labor **rate** for the person. Example: \$85.00  
Enter the **Unit** for the labor rate; Example: hour, week etc.  
Enter the **source** supplying the person. Example: "Middleware Division"

## Staff Resource Loading Chart

The following includes the estimated effort in Full Time Equivalent (FTE) days required by month for each staff resource assigned to the project.

Role	FYyy-yy FTE in Days							Total
	Number of Staff Required	Month	Month	Month	Month	Month	Month	
<b>Total FTE</b>								

Enter the name of the **role**. Example: Java Developer

Enter the **number of staff required** for time period. This is the actual number people (such as 2), not the actual portion of the resources time (such as 50%) they will spend on the project.

Enter the number of people for each **month** (or other period as needed) times the number of days. Example: for 2 people working 15 days each in the month of July the total entered in the July column would be 30 days (2 times 15).

Enter a **total** for each time period and a **total** across all time periods.

**NOTE:** Your projects will all entail different time periods. Simply duplicate the rows and/or columns in the table or duplicate additional tables providing the correct number of months for your specific project's timeframe.

## Training Needs

The following are the detailed training needs to bring staff to a level of skill required for project execution.

Role/Staff Resource	Training Need	Timeframe Needed	Anticipated Cost	Suggested Vendor/Method

Enter the **role and name** of the staff resource. Example: Java Developer/Mary Smith

Enter the **training needed** by this person. Example: Advanced Java

Enter the **timeframe** the training is **needed**. Example: Spring 2005 or by June 2005

Enter an estimated **anticipated cost** for the training. Example: \$2000

Enter the **suggested vendor or method** for securing the training. Example: JAVA Training Network or Computer-based JAVA Training

## Responsibility Assignment Matrix

The following matrix details the nature of responsibility assignments for project staff as they relate to key activities and deliverables.

Activity WBS #	Position or Project Team Member								
	Name	Name	Name	Name	Name	Name	Name	Name	Name

**R = Responsible:** owns the task and responsible for its completion

**A = Accountable:** to whom “R” is accountable; approves/signs off on work

**C = Consult:** has information/capability necessary to complete work

**I = Informed:** must be notified of results, but need not be consulted

Substitute actual position and/or individual team member names for the word “Name” in each of the column headings.

Identify and enter the name of key **activities** in the activities column. This might come from your Project Initiation Documentation or the Work Breakdown Structure in your Project Plan. Example: “Identify customer requirements”

For each activity, determine the **level of responsibility** being assigned to the positions or individual team members: **Responsible, Accountable, Consult, and/or Informed**.

In each of the Activity-Position cells, enter the **letter designation** corresponding to the above levels of responsibility as assigned to each position and/or team member.

Expand or duplicate table as required for your specific project.

## **PROJECT ORGANIZATION CHART**

The project organization chart is a graphical picture of the organization and reporting relationships of the project.

## **COMPLIANCE ISSUES**

Identify potential compliance issues related to staffing plans and how you plan to satisfy the requirements for each identified issue.