Planning Considerations For The Hr Project

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**Scope of the Project**

This project is about understanding and knowing the exact job descriptions and job specifications of major people of the university. Those people mostly include Director of the university, Deputy Director, Vice Chancellor, Deans of different faculties, chairman of all department, Heads of departments and department coordinators. In terms of task management, each member of the project will perform different activities or tasks. Every member will be assigned with a specific task or duty for which he/she will be responsible to perform with perfection and add results into the project. The main deliverable or purpose of this project is to know that what are the exact duties and responsibilities of the above-mentioned people (both, roles in the documentation and actual duties).

By delivering this outcome, this project can be extremely beneficial for HR Department of the university for any decision making as well as they will know the actual duties of these bodies beyond what they have in writing about them. Afterward, another major part of this project is the estimation of costs, expenses or expenditures that how much budget will be needed and how costs will be allocated. As well as where the financial requirements will be gathered from (Clark, 1989).

At the end and final step of the scope of the project, we will have to define the expected deadlines of the project. For deadlines, the shortest deadline of the project will be to complete, finalize and submit the result at the end of the coming month and the longest deadline (not longer than) is completed before the final exam of the current semester. Any change request can be made from the team players if any issue or problem occurs in any aspect or at any stage of the project. This request will be made only for the purpose of generating exact, outcomes.

**Behavioral Skills Associated with Project Resourcing**

There is a number of behavioral skills which all have their importance in project resourcing as well as there are some crucial technical skills which have also the connection with project resourcing. But some most critical and important (based on my consideration) are listed and described in details below.

1. Communication among Project Members
2. Leadership
3. Public Speaking
4. Team Building

**Communication among Project Members**

Communication among project members is 90 plus percent important in the success of every kind of project no matter the project is of small size or large. Communication is considered is the most important factors because success or failure and efficiency of the project mostly depend on the strong-ness of communication among project members. Activities and operations and their efficiency also depend on the communication because if the communication among team members of the projects if strong and fine then the activities and responsibilities will be performed better than having weak communication(Burke, & Barron, 2014). Like, all the activities of the project are related to each other and the responsibilities of members are connected with each other. So if members can communicate their progress then they are able to perform better than what has been done, what is going and what is needed to be done. Beyond that, if the communication of members with project leader is good then the progress of work and how a member is performing his/her duty can be checked out by the leader which result to the efficiency of project operations.

**Leadership**

Leadership is an important factor in the success of every project. Leadership plays a huge role in the project and defines the success and failure of the project. The critical stress in project management or handling is making sure that things are going fine and well while motivating team members of the project towards delivering the desired outcomes as well as ensuring the success of the project. Beyond that, leadership factor in project is very crucial and critical because leadership is the factor which is responsible for answering each and every question as well as to provide the desired outcomes. Sometimes, the importance of leadership in the project(s) depends on the nature and size of the project. If the project is of large size then the leadership become more crucial while it also has a keen role in small size project (Burke, & Barron, 2014). So based on these factors and analyses, leadership is an important and crucial skill required in the project out of mentioned four skills.

**Public Speaking**

All projects or project of any kind needs members who have the capabilities to be a good public speaker. This is important because project members are the people who face meeting with all the people who are connected with the project. In a project, there is a number of bodies who are highly involved and project members have to answer them. Those bodies include project manager, project supervisor, people or bodies who provide financial resources and the people or public which can be affected in any way by the project (Burke, & Barron, 2014). So, in this case, you must have the capability to face all of them and answer what they ask and what resolve the issues or problems they face or might face. So in short because of this consideration, public speaking is one of the important and critical & crucial skills required in the project.

**Team Building/Team Working**

Team building and/or team working is a behavioral skill which is mentioned as last one out of mentioned but it is an important and critical skill in the project because the concept of team building or teamwork is basically introduced for project-based activities and operations. It is an important and critical behavioral skill because if there is a well-designed and well-built team then there will strong communication too (Burke, & Barron, 2014). So your project progress and operations will be as good as your communication is (mentioned above too). Beyond that, suppose a project manager has not built a good team for the project then it would be extremely difficult and even impossible to run a successful project and bring desired outcomes as well as satisfy expected need (Martinelli, et.al 2017). So because of these reasons, team building and teamwork are a critical skill for any project.

**RACI Chart**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Phases** | **Leader/Manager** | **Member 1** | **Member 2** | **Member 3** |
| **Phase 1** | Team Development | Task 1 (Define Project Scope) | Task 1 (Project Approval) | Task 2 (Activity Scheduling) |
| **Phase 2** | Checking Outcomes | Task 3  (Skills Review) | Task 4 (Budegt Projection) | Task 5 (Project Execution) |
| **Phase 3** | Performance Evaluation | Task 5 (Project Execution) | Task 5 (Project Execution) | Controling |

In the ARCI chart, the main responsibilities have been assigned to project leader and project leader will be responsible for overall project management

**Budget Determination with Project Costs**

**Using the WBS of the Project**

The first step in determining the associated budget of the project through the help of WBS of the project. In this, we first checked out the deliverables and their components which are approved to generate the deliverables. After that, we worked on cost estimation for every package of each WBS. In this way determining the associated budget became easier for us than determining the overall budget (Callahan, et.al 2011). After that, the obtained information has been used for aggregating costs estimates associated with the project and setting costs baselines.

In determining this cost for the project, we have looked over several things/components and gone through below steps for determining the cost associated with the project.

* First of all, we defined the direct labor cost of our project but we don't have this cost because our project is of small scale and it is performed by students which have been assigned as an assignment.
* At the second step, we estimated the material costs of the project. In these costs, we estimated the cost of the material. In our material costs, we have identified several costs for different things which are documentation cost, printing cost of pages, travel cost of visiting a different place (dues) and some other costs.
* Beyond that, we also estimated and set out some extra costs for equipment which can be used at any stage of the project but we are not clear about that at the time.
* Other than above estimations, we should have to set an estimate the cost of the software which can be used in the project. The software may be MS Project which can be used and its cost may occur.
* According to (Callahan, et.al 2011), project office and estimation of its cost is also an important component but we don’t need any office or specific location to perform our work because we are in small scale project, so this cost has been ignored in the process.

**Cost Aggregation**

Cost of our project has been aggregated by summing the cost of every individual work package to account up to our project level. This has been achieved by summing estimating lower costs associated with the project within the breakdown structure (Callahan, et.al 2011). In this aggregation, we also considered reserve analysis and funding limit reconciliation.

**Ways of Risk Identification**

There is a number of ways which can be used by a project leader, project head or project manager for identification of possible risks which are highly associated with the project and can affect the results of operations of project negatively. But! In our project (a small level project) there are three ways have been used to identify possible risks. These ways are described in enough detail below.

**Brainstorming**

Brainstorming is the most usable and common way which enables the manager to identify possible risk which may occur during the project. This technique involves the process of working together to identify possible risks. Brainstorming encourages free-flowing conversation among a group of people who are knowledgeable about the project (Martinelli, et.al 2017). It is also the best way to identify the key controls for the identified risks so that it becomes more easy for the project manager to resolve an issue and eliminate risk before it occurs.

**Checklist**

After brainstorming, the checklist is considered as the most useful and best way of identifying project risks. The checklist can be used by the project manager to identify possible risks associated with the project. It (checklist) is the pre-populated list of risks which have been developed usually from past and realistic experiences. It is developed from the result of any previous assessment or from a previous happening or incident(s) (Martinelli, et.al 2017). The project manager can prepare a checklist of key controls in his / her list to control effectiveness. This is the most realistic way through which a project manager can identify all possible risks because this checklist has been developed from past experiences which had happened earlier.

**Cause and Effect Diagram**

After above mentioned (two) ways which can be used by project managers for risk identification, the next and most usable & realistic way is cause and effect analysis/diagram. Cause and effect are one of the powerful tool /ways. The project manager can use this way or technique to identify the causes or reasons which may lead to creating risk(s) (Martinelli, et.al 2017). In this way, if a project manager or project head can identify or address the reasons or causes so that he or she can eliminate and reduce the risks and their possibilities of happening.

References

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