Student Name: Bill Carswell

Homework Assignment: #10

PMGT501

Date: March 1, 2010

ePortfolio Matrix Correlation: Planning: Human Resources

**In 300+ words: Describe the correct way to develop position descriptions for a project plan**

According to the PMBOK, the human resource plan should include a “Roles and Responsibilities” matrix. The approach to developing this matrix begins with an analysis of the project activities outlined in the schedule. For each activity, the PM must identify the *skills* required to complete that activity. For example, the activity “develop sensor test plan” might require the skills of testing, technical writing, requirements and sensor expertise. Once all of the required skills have been identified for the project, they can be grouped by skill, rather than activity. Then a roles and responsibilities form can be filled out for each skill set that will capture all the project activities the individual(s) with that skill set need to perform. It can also identify the skill level required to perform the activities. I cases where the workload will require more than one person the activities can be grouped by skill level so that advance activities are assigned to more experienced workers and more basic activities can be assigned to entry-level personnel. This collection of roles and responsibilities can then be used to plan which existing staff need to be assigned to the project, or which new staff need to be hired or contracted to support the project. When additional resources need to be obtained for the project, through hiring and contracting, the roles and responsibilities forms provide the human resources department with a convenient and effective tool for the hiring and selection process. The result of this planning approach is that a human resource plan can be developed that identifies the positions responsible for every activity in the plan (schedule), the level of expertise required for each of those positions, the approximate pay grade associated with each position (which in turn feeds into the cost planning process), ensures that human resources are identified to perform all project activities and that all project activities are accounted for, and provides guidance to the human resource department for fulfilling all the project needs.