HR Project Schedule from MS Project Assignment

PMGT 501

By

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Embry-Riddle Aeronautical University Worldwide

PMGT 690

June 25, 2017

HR PROJECT SCHEDULE

FILE Gantt Chart • U	Task Isage *	Image: Network Diagram Image: Calendar Image: Calendar Image: Calendar	Highlight: [No F Filter: Critic Group by: [No G	al - [7] Days Zoom Entire Selected Details - Rew Window Hide - Window Hide -		
	-	Task Views Resource Views	Data	Zoom Split View Window Macros '16 Mar '16 Apr '16 Jun '16 Jul '16 Aug '16		
	0	Task Name	- Duration -	10 mart 6 mart 6 may 10 mart 7 14 21 28 6 13 20 27 3 10 17 24 1 8 15 22 29 5 12 19 26 3 10 17 24 31 7 14 21		
0		+ HR Interview Schedule	49 days			
1	-	Pre-interview Phase	19 days			
2		Begin pre-interview phase	0 days	6, 2/15		
3	-	Identify candidate requirements	2 days	🎽 Mu Zheng - Hiring Manager		
5		Assemble potential candidate applications and resumes	7 days	Keith Harris - HR Manager, Mu Zheng - Hiring Manager		
6		Pre-interview phase complete	0 days	3/10		
7		Candidate Interview Phase	15 days			
8		Begin interview phase	0 days	3 /10		
9 10 11 12 13 14		Select candidates to interview	3 days	🍆 Keith Harris - HR Manager,Mu Zheng - Hiring Manager		
		Prepare interview questions	3 days	🚹 Mu Zheng - Hiring Manager		
		Conduct interview(s)	6 days	Keith Harris - HR Manager, Mu Zheng - Hiring Manager, Megan Sherman - Interviewer		
		Document interview results	2 days	👗 Keith Harris - HR Manager, Mu Zheng - Hiring Manager, Megan Sherman - Interviewer		
	5	Select final candidates based on interview results	1 day	Mu Zheng - Hiring Manager		
		Interview phase complete	0 days	a 3/31		
E 15		Candidate Selection Phase	7 days	م م 3/31 Keith Harris - HR Manager,Mu Zheng - Hiring Manager		
15 16		Begin candidate selection phase	0 days			
:17		Review final candidates	1 day			
18		Conduct final interviews	3 days	🍆 Keith Harris - HR Manager,Mu Zheng - Hiring Manager,Megan Sherman - Interviewer		
19		Select best candidate	1 day	Mu Zheng - Hiring Manager Mu Zheng - Hiring Manager,Keith Harris - HR Manager		
20		Review selection process to assure conformance to HR regulations	1 day			
21		Complete documentation	1 day	Mu Zheng - Hiring Manager		
22		Candidate selection phase complete	0 days	▲ 4/11		
23		 Hiring Phase 	8 days			
24		Begin hiring phase	0 days	م 4/11 Keith Harris - HR Manager		
25	٠	Create offer letter	1 day			
27		Offer accepted	1 day	h h		
28	120	Conduct employee orientation	3 days	🕍 Mu Zheng - Hiring Manager,Keith Harris - HR Manager		
29		Hiring phase complete	0 days	a 4/21		
30		Interview Process Complete	0 days	o ⁺ 4/21		