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| **PM-05-PS02:  Plan project human resources** |

Topic elements to be covered include:

1. Project human resource management and recruitment practices (AK0201)
2. Labour sourcing and categories of employment (AK0202)

**Resources:**

|  |  |
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| **Knowledge** | **Information from Project Manager Curriculum** |
| National Curriculum Framework | 21905000-KM- 07, Project Human Resource Management  KM-07-KT01: Plan HR Management  KT0101 HR management planning concepts and flow of data |

You will also be provided with a Gantt chart for a project as well as a Staff Management Plan template.

Do some research and decide what human resources will be required for this project. Complete the Staff Management Plan using the template provided.

**Observation Checklist**

**Check that the following is accomplished:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | | **Checked (Yes=5**  **No=0)** | **Comment: where did you find the evidence?** | |
| IAC0201 Human resource requirements are identified and listed in a project team structure | |  |  | |
| IAC0202 A roles and responsibilities matrix is produced | |  |  | |
| IAC0203 A recruitment plan is produced that meets the needs of the project | |  |  | |
| **Name of member** |  | | | |
| **Signature** |  | | | |
| **Date** |  | | | |
| **Total** | | | | **/15** |

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| **Facilitator signature** |  | **Date** |  |