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| **121905000-PM-09 Manage and control the human resources of a project** |

Topic elements to be covered include:

1. PM-09-PS01: Recruit and select a project team
2. PM-09-PS02: Develop a project team
3. PM-09-PS03: Manage project team performance
4. PM-09-PS04: Manage project team member conduct
5. PM-09-PS05: Enforce occupational health, safety, environment and risk control practices

**Resources:**

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| **Knowledge** | **Information from Project Manager Curriculum** |
| National Curriculum Framework | 21905000-KM- 07, Project Human Resource Management  KM-07-KT02: Acquire a project team  KT0205 Tools and techniques to acquire a project team |

Based on the staff management template you completed for the Thompson Towers Rehabilitation Project, as well as what you have learned in this course thus far, reflect on the following questions. Please note that using AI to generate your responses will be penalised, as we are interested in YOUR ability to apply what you have learned. If you were to imagine these are interview questions for the position of project manager, and you are provided with the case study of the Thompson Towers Rehabilitation Project, how would you respond to these questions?

1. What are the different teams that you will have in your organogram, and how will these relate to the project scope?

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1. Detail how you will recruit staff, and divide them into teams (remember to account for existing staff members).

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1. Explain your interview strategy (number of interviewees, who the interview panel will consist of, what the interview questions will be based on, how long the interviews will be).

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1. How will you ensure the staff you select meet the job requirements?

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1. For each team, list the skills and potential training needs required.

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1. Explain your performance evaluation methods (criteria you will use, how often will this take place, what will the format be, what platform will you use to record evaluations).

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1. Based on the performance evaluation, what sort of development plans will you have in place to ensure staff are able to improve performance where necessary?

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1. Explain your coaching/mentoring plan to support staff to meet their job requirements.

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1. Explain how the performance evaluation of individuals will align with your performance evaluation of the teams?

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1. Describe your process for creating and implementing action plans, and recording meetings?

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1. Explain your understanding of IR practices, and describe how you will ensure these are fair and contribute to a positive working environment?

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1. Should there be a case of misconduct, how will you handle it? Provide examples related to different levels of severity. Tabulate your answer with the following headings: Level/type of misconduct; impact on project delivery; consequence/corrective action.

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1. It is important to understand health and safety protocols, as well as manage risks related to such appropriately. Explain your process to do so (remember that this is also something that your staff need to understand and abide by, so you have to include them in your response).

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1. Should there be any incidents related to health and safety or environmental risks, explain how the incident will be investigated and reported?

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**Observation Checklist**

**Check that the following is accomplished:**

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| **Item** | | **Checked (Yes=5**  **No=0)** | **Comment: where did you find the evidence?** | |
| IAC0101 Team selections are made in accordance with the project plan and scope and resource requirements | |  |  | |
| IAC0102 Interview is conducted systematically and in accordance accepted interview practices | |  |  | |
| IAC0103 Selected applicant/s match the job requirements | |  |  | |
| IAC0201 Identified skills gaps and training needs match project requirements | |  |  | |
| IAC0301 Selected performance evaluation criteria and method/s used are relevant and fair | |  |  | |
| IAC0302 Development plan matches weaknesses identified and the appropriate remedies are selected | |  |  | |
| IAC0303 Coaching and mentoring session are conducted in a planned and constructive manner | |  |  | |
| IAC0304 An understanding of team performance management is demonstrated and reflected on | |  |  | |
| IAC0305 Records of meetings, sessions and agreed action plans are accounted for | |  |  | |
| IAC0402 An understanding of IR practices in accordance with statutory and case law provision is demonstrated | |  |  | |
| IAC0403 Insight into levels of complexity related to specific cases of misconduct is demonstrated | |  |  | |
| IAC0404 An understanding of the impact of the conduct on the project and initiating corrective action to maintain project delivery is demonstrated | |  |  | |
| IAC0501 An understanding of the control of health, safety, environmental protection and risk management practices is demonstrated | |  |  | |
| IAC0502 Incident investigations and reports and conducted in accordance with accepted guidelines and practices | |  |  | |
| **Name of member** |  | | | |
| **Signature** |  | | | |
| **Date** |  | | | |
| **Total** | | | | **/** |

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| **Requirements met**  **60+/75** | |  | **Sub-Total** | | **/75** |
| **Requirements not met**  **Under 60/75** | |  | **Total** | | **/75** |
| **Facilitator signature** |  | | **Date** |  | |