

Manage Project Human Resources (BSBPMG515)

Fernvale sports field lighting

1 Plan human resources relevant to processes

Determine resource requirements for individual tasks to establish required project personnel levels and competencies.

The Project will require 5 staff from Lightscape Electrical and 1 Excavator operator, Each of the Electricians hire through Lightscape have shown competencies with the tasks. Each Staff member has a company file with copies of their licences and tickets they hold, as this is a mandatory requirement to hold an Electrical contracting licence.

The excavator Operator has been hired as a subcontractor and has displayed their licences and insurance details, which have been copied and are filled in the project folder.

Establish project organisation and structure to align individual and group competencies with project tasks

See Project Organisational Chart attached

Allocate personnel to the project to meet planned work outputs throughout project timeline

The 5 Staff members allocated have been considered to be ample for the project to follow the planned time line. Using Past performance from the staff and the knowledge of the work from the management team, there is a high confidence the at the project will run on time and in budget.

Apply human resources management (HRM) methods, techniques and tools to support engagement and performance of personnel

Weekly toolbox meetings are held onsite to update the site staff on any new news, safety or changes to the project and business.

This toolbox meeting also allows the staff to have a say on anything they feel management needs to know regarding any site issues. Every 6 months an anonymous survey is handed out so the staff can comfortably let management know if there are any problems they do not want known to everyone.

Any conflicts are handled at the office, using conflict management methods outlined in PMBOK.

2 Implement project personnel training and development

Negotiate, define and communicate clear project role descriptions.

Each of the full-time staff were issued with a copy of their role description upon employment, these roles and responsibilities were also verbally explained to the staff during the entry interview and company induction. A copy of this has been attached.

Identify, plan and implement ongoing development and training of project team members to support personnel and project performance

Every 12 Months Training in Electrical safety will be undertaken including test procedure refreshers, Staff Members are encouraged to seek any training they feel will help in their job, and Lightscape Management will initiate the training process.

Measure individuals' performance against agreed criteria and initiate actions to overcome shortfalls in performance.

During yearly performance interviews any shortfalls within their role shall be identified and an action plan created to help train, retrain or guide the staff to help add new skills.

3 Lead project team

Implement processes and take action to improve individual performance and overall project effectiveness

Performance meetings shall be held every 12 months with a follow up meeting 2 months after that to revise and be sure that the plan created at the performance meeting is being followed by both parties, with another meeting held at the 6 month point, to revise and be sure the action plan is working.

Monitor and report, for remedial action, internal and external influences on individual and project team performance and morale

Individual – similar to above each individual will have the opportunity to meet with their manager to discuss performance and give them a chance to ask for feedback or discuss further development. Giving each person this one on one time will help them to feel valued in the work place for their contributions.

Team – Given the significance of a cohesive team environment short meetings will be held every 2 months to acknowledge successes and provide feedback in a group situation to encourage team bonding and positivity within the team.

All meetings will be documented for annual review as necessary.

Implement procedures for interpersonal communication, counselling, and conflict resolution to maintain a positive work environment.

Lightscape utilises The IMA diagnostic program to help with interpersonal communication. In understanding our types of communication Management can better understand how to communicate with staff during any conflict, to help maintain a positive environment.

Identify and manage inter-project and intra-project resource conflict to minimise impact on achievement of project objectives

Intra-project delays could occur from sick leave or unexpected personnel departure. This is hard to forecast for and manage however building in extra hours into the resource allocation schedule could help buffer these delays should they occur.

The greatest threat from inter-project conflicts are time delays. To minimise these the best course of actions is to be organised and plan meetings which may involve team members working across other projects in advance.

4 Finalise human resource activities related to projects

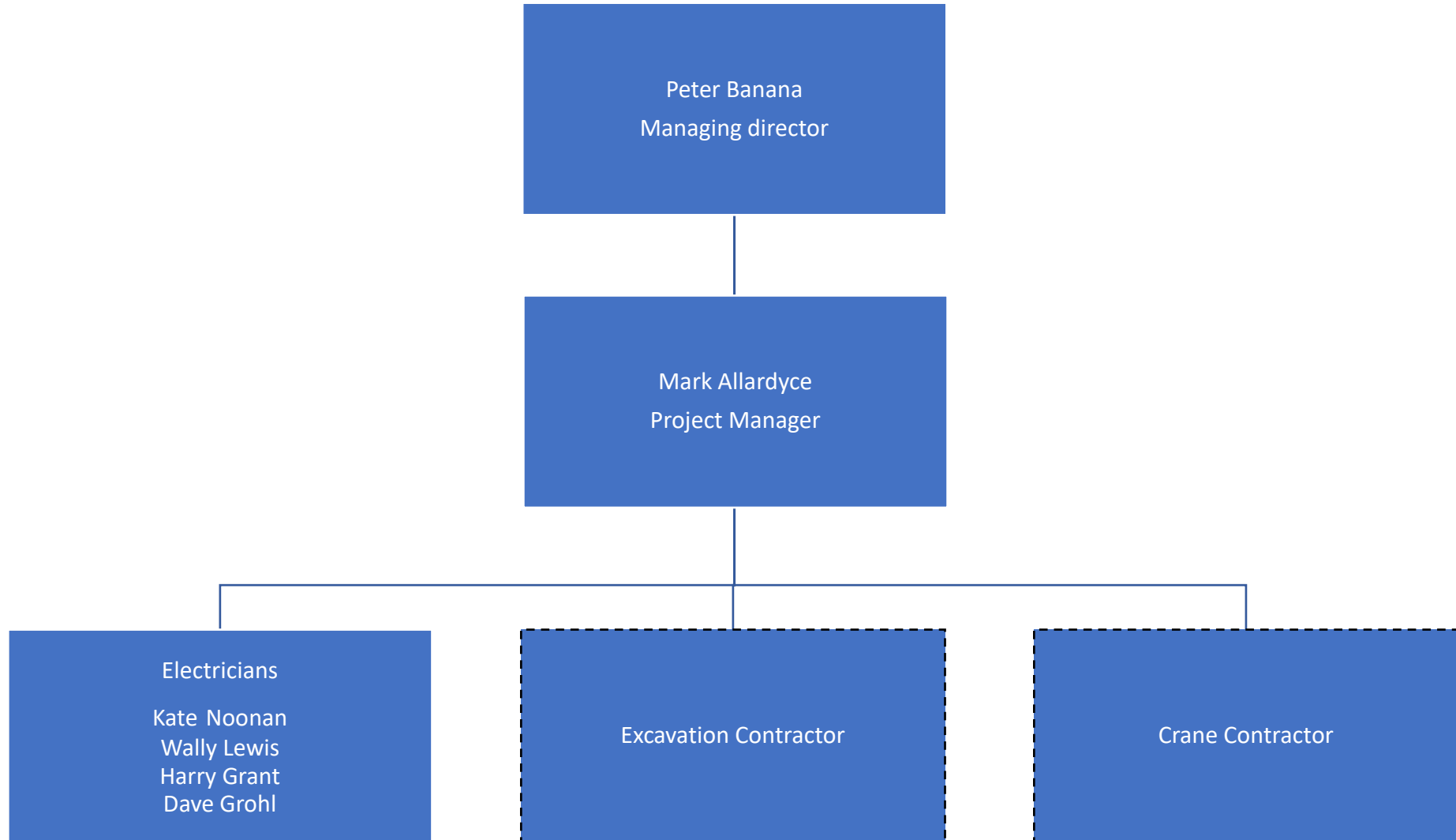
Disband project team according to organisational policies and procedures

The project team shall be disbanded as per company policies and procedures, which include performance reviews.

Identify and document human resource issues and recommended improvements

Any HR issues throughout the project, that have been recorded will be filed away within the project archive, with copies to be made for revision as part of the creation of the plan for the next project, insuring the issues from the project are recognised and can be resolved prior to the commencement of the next project.

Lightscape Electrical Fernvale Lighting project Organisational Chart





123 Sparky St
Battery Hill, 4000
Ph: 123456789
Email: Admin@lse.com.au

Job Description

Position: Electrical Fitter Mechanic (Electrician)

Responsible to: Project Manager

Position Overview: General Electrical Light and Power

Duties and responsibilities:

- Read electrical, architectural and mechanical Plans or drawings.
- Understand electrical specification to determine job requirements.
- Plan appropriate layouts and routes for wiring and wiring systems.
- Identify the right electrical equipment for a particular job.
- Install lighting, power outlets, conduits, cable trays, ladder racks, circuit breakers and emergency lighting.
- Carry out fault-finding.
- Test, repair and maintain electrical equipment.
- Connect electrical equipment and appliances.
- Install and fit off switchboards.
- Install automated electrical controls.
- Install voice and data cabling.
- Conduct daily prestart toolbox talks to identify hazards and risks.
- Completing and required paperwork and or test sheets and ensuring these are returned to the office or project manager asap.
- Report any damage to company assets.
- To ensure the safety of the surrounding public at all times.
- Familiarise yourself with company rules and procedures and policies relating to WHS
- Wear appropriate PPE, and report any lost or damaged PPE.
- Follow all JSA requirements for all hazards and risks.

This List is not intended to be all inclusive. Other related duties may need to be performed as directed by the Electrical Project Manager.

Name:

Date:

