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| **Project Title:** | **Date Prepared:** |

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| **Roles, Responsibilities, and Authority** |
| **Role** | **Responsibility** | **Authority** |
| **1.** **2.** **3.** **4.** **5.** **6.**  | **1.** **2.** **3.** **4.** **5.** **6.**  | **1.** **2.** **3.** **4.** **5.** **6.**  |

| **Project Organizational Structure** |
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**HUMAN RESOURCE MANAGEMENT PLAN**

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| **Staffing Management Plan** |
| **[Staff Acquisition](#Staff_Acquisition" \o "Document how staff will be brought on to the project. Describe any differences between internal staff team members and outsourced team members with regard to on-boarding procedures.)** | **[Staff Release](#Staff_Release" \o "Document how team members will be released from the team, including knowledge transfer, check-out procedures for staff and outsourced team members.)** |
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| **[Resource Calendars](#Resource_Calendars" \o "Show any unusual resource calendars such as abbreviated workweeks, vacations, and time constraints for team members that are less than full time. A Resource calendar can include a resource histogram that shows the number of staff or the hours of work....)** |
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| **[Training Requirements](#Training_Requirements" \o "Describe any required training on equipment, technology, or company processes.)** |
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| **[Rewards and Recognition](#Rewards_and_Recognition" \o "Describe any reward and recognition processes and limitations.)** |
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| **[Regulations, Standards, and Policy Compliance](#Regulations_Standards_and_Policy_Compl" \o "Document any regulations, standards, or policies that must be used and how compliance will be demonstrated.)** |
|  |
| **[Safety](#Safety" \o "Describe any safety regulations, equipment, training, or procedures.)** |
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