

HUMAN RESOURCE MANAGEMENT PLAN

Human resources management is an important part of the BTR Project, despite the fact that this plan will focus only on the personnel to be hired by the owners as their agents for the execution of a turnkey project. The concessionaire or contractor will have their own HR management plan that will suit to the requirements of the project on how they will deliver the deliverables of the project. Therefrom, this plan will concentrate on the high echelon of the project which is the Project Management Office (PMO) that is composed of the Owners' Representative and their agents, to include the following:

- Roles and Responsibilities of the Project Key Personnel
- Project Organization Charts
- Staffing Management Plan to Include:
 - How resources will be acquired
 - Timeline for resources/skill sets

The purpose of the human resources management plan is to achieve project success by ensuring the appropriate human resources are acquired with the necessary skills, resources are trained if any gaps in skills are identified, team building strategies are clearly defines, and team activities are effectively managed.

Roles and Responsibilities

The roles and responsibilities for this project are essential to project success. All team members must clearly understand their roles and responsibilities in order to successfully perform their portion of the project. The following project team key roles and responsibilities have been established:

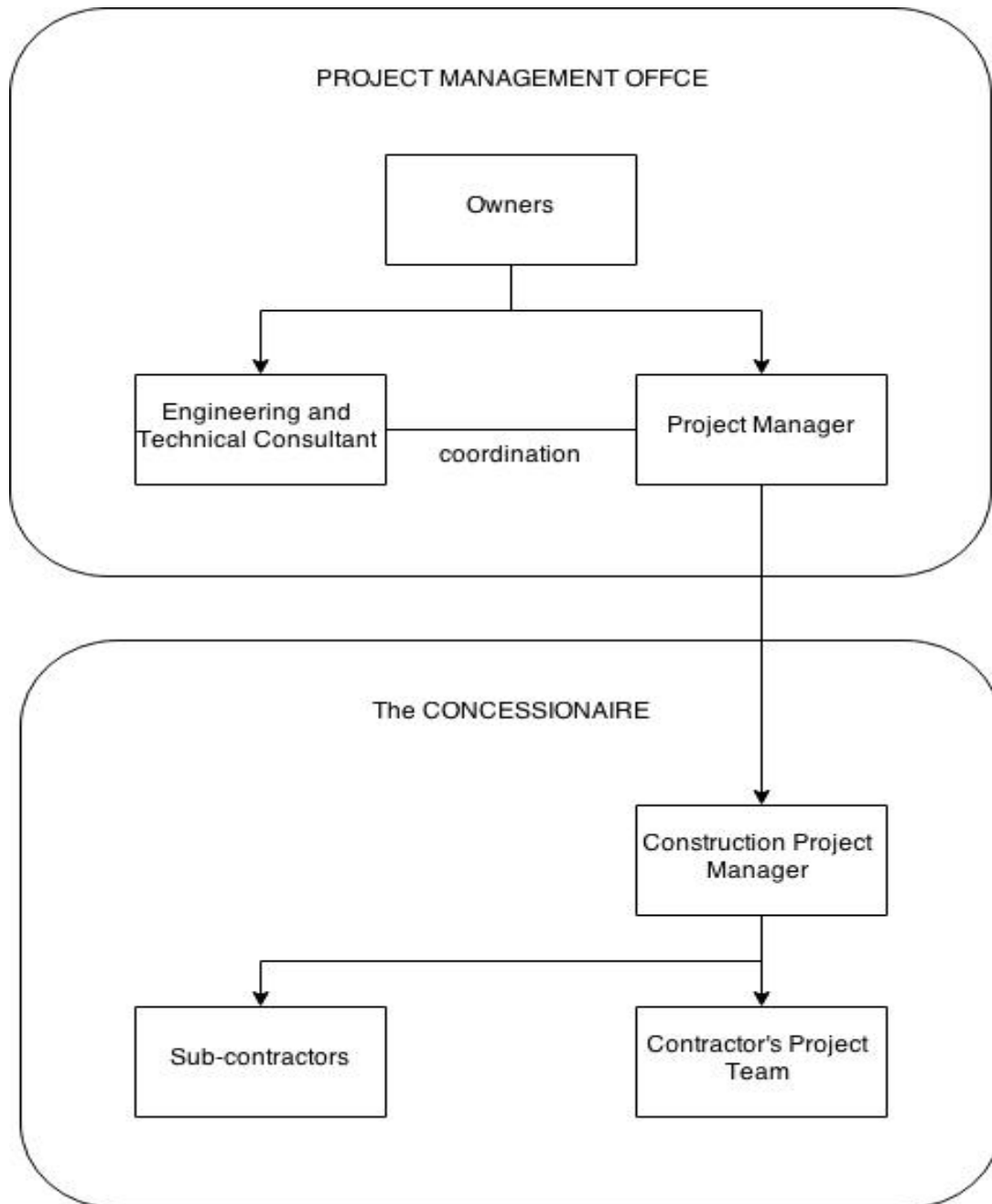
- **Project Manager (PM):** The PM will be hired by the owner as their agent to monitor and control the execution of works by the concessionaire or contractor. He is responsible for the overall success of the Development and Construction of the Baycliff Tropical Retreat Project. The PM is responsible for approving that work activities meet established acceptability criteria and fall within acceptable variances. The PM will be responsible for reporting project status to the Owners in accordance with the communications management plan. The PM will evaluate the performance of the overall contractor's project team and communicate their performance to owners. Considering that the project will be financed by the

contractor, the responsibilities such as to authorize and approve all project expenditures and acquiring human resources for the project through coordination with functional managers is not vested to the PM, but rather to the contractor's PM or the Construction Project Manager. The PM must possess the following skills: leadership/management, budgeting, scheduling, and effective communication.

- **Engineering and Technical Consultant (ETC):** The PM will be hired by the owner as their agent to monitor and control the execution of related to engineering and technical works of the concessionaire or contractor. The ETC is the individual defined as being in responsible charge of the work. Responsible charge is defined as being personally responsible for the control of engineering work within a professional engineer's scope of competence. The ETC will be responsible for timely status reporting to the Sponsors as required by the communications management plan. The ETC shall be a Licensed Engineer registered under the Professional Regulation Commission of the Republic of the Philippines.
- **Construction Project Manager (CPM):** The CPM is the lead personnel from the contractor's side. The CPM is responsible for the overall management of the project planning and execution with the upper level monitoring and control by the PM. The CPM will report status to the PM in accordance with the project's communications management plan. The CPM's performance will be evaluated by the PM and communicated to the sponsors/ or owners. The CPM should also possess the same skills as the PM and have related experience in constructing and developing resort projects. A PMP Certification is an asset.

Other roles required by the project for the quality control and assurance measures are detailed in the Project Quality Management Plan.

Project Organizational Structure



Project Organizational Chart

	Sponsors/ Owners	Project Manager	Engineering & Technical Consultant	Construction Project Manager
Conceptual Planning	A , C , I	C , I	R	
Preliminary Design	A , C , I	C , I	R	
Bidding	A , C , I	C , I	R	
Final Design	A , C , I	C , I	R , C	R , A
Permits	I	R , I	R , C	R , A
Construction	I	R , I	R , C	R , A
O&M	I			R , A

Key:

R – Responsible for completing the work

A – Accountable for ensuring task completion/sign off

C – Consulted before any decisions are made

I – Informed of when an action/decision has been made

Staffing Management Plan

PMO Key Personnel	Acquisition	Timeline
Project Manager	Part- time/ to be hired	From Preliminary Planning until completion of Phase 3 Stage 1
Engineering and Technical Consultant	To be hired as Service Provider	From Preliminary Planning until completion of Phase 2