

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Develop and implement project plan with timeline and resources
Code	107033L5
Range	Applying project management approach to planning, setting up and integration of Human Resource Management System (HRMS) / Human Resource Information System (HRIS). This applies to the development and implementation of project plan with all project stakeholders to deliver on-time and on-budget establishment and implementation of HRMS / HRIS.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand the value of project management to effective planning and integration of HRMS / HRIS 2. Applications and Processes <ul style="list-style-type: none"> • Form a project team to develop, implement and monitor project plan • Negotiate with relevant departments on timeline and resource allocation to achieve optimal results • Develop project plan and issue escalation procedures • Implement project plan and issue escalation procedures; and resolve issues in a timely manner • Agree with designated vendor on project milestones and deliverables • Set up regular progress meetings with all project stakeholders (e.g. project team members, designated vendor) and document solutions on the escalated issues appropriately • Articulate implementation status reports to project sponsor and senior management in a timely manner • Develop a strong working relationship with all project stakeholders (e.g. project sponsor, project team members, designated vendor) 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Implement the project according to requirements of the project plan (e.g. on time completion and within budget) • Apply project management skills (e.g. problem-solving and leadership) effectively in implementing and monitoring the project plan
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Formation of a project team with representatives from relevant departments to identify both internal and external resources required in different stages of project planning and implementation. • Establishment of project plan for set-up and integration of system. • Establishment of issue escalation procedures to define potential issues, track them and assign the right people to resolve them promptly. • Execution of project management in accordance with the project plan.
Remark	