

**PELAN PENGURUSAN SUMBER** **[Versi ##]**

**(*RESOURCE MANAGEMENT PLAN*)**

**[NAMA PROJEK]**

**[NAMA AGENSI PEMILIK PROJEK]**

**[LOGO AGENSI SENDIRI]**

Disediakan oleh:

[AGENSI SENDIRI]

Tarikh Disediakan:

hh/bb/tttt

**Rekod Pengemaskinian Dokumen**

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| --- | --- | --- | --- | --- | --- |
| **Versi** | **Tarikh** | **Dikemas Kini oleh** | **Disahkan oleh** | **Ringkasan Perubahan** | **Senarai Edaran** |
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**PELAN PENGURUSAN SUMBER**

**(*RESOURCE MANAGEMENT PLAN*)**

|  |  |
| --- | --- |
| **Nama Projek**  |  |
| **Pengurus Projek** |  |
| **Tarikh Mula** |  | **Tarikh Selesai** |  |
| **No. Rujukan Fail** |  |

# 1. TUJUAN

##

|  |
| --- |
| Keterangan mengenai tujuan pelan ini disediakan. Butir-butir pelan akan dikemas kini dari masa ke masa selepas pelan telah pelaksanaan (kemas kini status) atau apabila terdapat pindaan. |

# 2. KEPERLUAN SUMBER MANUSIA

|  |
| --- |
| Keterangan tentang pembahagian tugas kepada setiap personel berdasarkan aktiviti/*milestone* projek yang telah dikenal pasti dalam Pelan Projek. Carta organisasi projek boleh dilampirkan untuk gambaran yang lebih jelas. Biasanya surat lantikan akan diberi selepas memuktamadkan ahli-ahli projek.  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Peranan Personel dalam Projek** | **Gred** | **Jumlah Personel diperlukan** | **Nama Personel (Jika Diketahui)**  | **Bahagian/****Agensi** | **Tempoh** | **Tarikh Mula** | **Tarikh Tamat** | **Kemahiran/ Kepakaran Sedia Ada** |
|  |  |  |  |  |  |  |  |  |
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## 2.1 Ringkasan Keperluan Sumber Manusia Keseluruhan Mengikut Gred

 Contoh:

|  |  |
| --- | --- |
| **Gred** | **Jumlah Personel Diperlukan** |
| F54 |  |
| F52 |  |
| F48 |  |
| M41 |  |
| F41 |  |
| F29 |  |
| N17 |  |
|  |  |
|  |  |
| Jumlah Besar |  |

## 2.2 Peranan dan Tanggungjawab Personel Projek

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Keterangan terperinci** tentang tanggungjawab bagi setiap peranan personel projek yang telah dikenal pasti pada Para 2. Tanggungjawab setiap peranan boleh lebih daripada satu dan perlu diterangkan secara terperinci. Contoh:

|  |  |
| --- | --- |
| **Peranan** | **Tanggungjawab** |
| Pengarah Projek |  |
| Pengurus Projek |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

 |

## 2.3 Pengambilan Sumber Manusia

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Keterangan mengenai strategi dan pengambilan pekerja dari agensi lain/*outsourcing*. Contohnya: permohonan melalui JPA, temu bual personel berpotensi, mengambil pekerja khidmat singkat/kontrak. Contoh:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Peranan** | **Nama dan Gred Personel (Jika Diketahui)**  | **Tarikh Diperlukan** | **Pendekatan Pengambilan** | **Anggaran Kos** **(jika ada)** | **Status****(Berjaya/Gagal/Dibatalkan)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

 |

## 2.4 Keperluan Latihan

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Keterangan tentang pelan latihan untuk personel projek terutamanya keperluan latihan tambahan kepada personel yang didapati kurang mahir dalam sesuatu bidang tugas yang akan diceburi melalui *resume* atau temu bual. Biasanya latihan akan diberi sebelum sesuatu tugas bermula berdasarkan Pelan Projek. Status akan dikemas kini dari masa ke masa selepas latihan diadakan sebagai bukti pelan telah dilaksanakan seperti yang dirancang.Contoh:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Nama Personel** | **Gred** | **Justifikasi Keperluan Latihan Tambahan** | **Latihan** | **Cadangan Tarikh** | **Anggaran Kos Latihan** | **Status****(Hadir/Tidak Hadir /Dibatalkan)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

 |

## 2.5 Pengiktirafan dan Kesinambungan

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Keterangan mengenai bentuk pengiktirafan dan ganjaran yang akan diberi kepada ahli pasukan projek selepas projek berjaya/ditamatkan sebagai tanda penghargaan. Contohnya pelantikan ahli pasukan projek paling cemerlang, sijil penghargaan, jamuan makan, insentif dan cenderahati. Dicadangkan agar diumumkan kepada ahli pasukan projek untuk meningkatkan motivasi mereka untuk menjayakan projek semasa dan yang seterusnya.Jadual pelaksanaan perlu dirancang dan dinyatakan dalam pelan ini.Contoh:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bentuk Ganjaran** | **Anggaran Kos** | **Cadangan Tarikh**  | **Kumpulan Sasaran** |
|  |  |  |  |
|  |  |  |  |

 |

# 3. KEPERLUAN PERKAKASAN DAN PERISIAN ICT

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Keterangan tentang keperluan perkakasan dan perisian ICT yang diperlukan untuk menjayakan pelaksanaan projek.Contoh:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bil.** | **Item** | **Kuantiti** | **Sedia Ada/ Perolehan/Sewa**  | **Anggaran Kos (Perolehan/ Sewa)** |
| **A. PERALATAN** |
| 1 | Komputer Riba |  |  |  |
| 2 | Pelayan |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **B. PERISIAN** |
| 1 | Microsoft Project 2010 |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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# 4. KEPERLUAN BENGKEL

|  |
| --- |
|  Keterangan tentang keperluan bengkel yang diperlukan untuk pelaksanaan projek. |

## 4.1 Bengkel Pengurusan Projek

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Keterangan tentang keperluan bengkel yang akan diadakan untuk menjayakan pelaksanaan projek dari aspek pengurusan projek.Contoh:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bil.** | **Bengkel** | **Kuantiti** | **Anggaran Kos** | **Cadangan Tarikh dan Tempat**  | **Kumpulan Sasaran** |
| 1 | Bengkel Penyediaan Dokumen Permulaan Projek |  |  |  |  |
| 2 | Bengkel Perancangan Projek |  |  |  |  |
| 3 | Bengkel *Team Building* |  |  |  |  |
|  |  |  |  |  |  |

 |

## 4.2 Bengkel Pembangunan Aplikasi

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Keterangan tentang keperluan bengkel yang akan diadakan untuk menjayakan pelaksanaan projek dari aspek pembangunan aplikasi. Ia boleh diperincikan mengikut modul untuk aplikasi kompleks.Contoh:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bil.** | **Bengkel** | **Kuantiti** | **Anggaran Kos** | **Cadangan Tarikh dan Tempat**  | **Kumpulan Sasaran** |
| 1 | Bengkel Kajian Keperluan |  |  |  |  |
| 2 | Bengkel UAT |  |  |  |  |
| 3 | Bengkel FAT |  |  |  |  |
| 4 | Bengkel Penyediaan Manual Pengguna |  |  |  |  |

 |

## 4.3 Bengkel - Bengkel Lain

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Keterangan tentang keperluan bengkel-bengkel yang akan diadakan untuk menjayakan pelaksanaan projek dari aspek lain (jika ada)Contoh:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bil.** | **Bengkel** | **Kuantiti** | **Anggaran Kos** | **Cadangan Tarikh dan Tempat**  | **Kumpulan Sasaran** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
|  |  |  |  |  |  |

 |

# 5 KEPERLUAN SUMBER LAIN

|  |
| --- |
|  Keterangan tentang keperluan sumber utama lain yang diperlukan untuk meneruskan pelaksanaan projek. |

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## 5.1 Keperluan Peralatan Pejabat

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Keterangan tentang keperluan peralatan pejabat yang diperlukan untuk menjayakan pelaksanaan projek.Contoh:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bil.** | **Item** | **Kuantiti** | **Sedia Ada/Perolehan/ Sewa**  | **Anggaran Kos (Perolehan/ Sewa)** |
| 1 | Kertas A4 |  |  |  |
| 2 | Sijil Penghargaan |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |

 |

## 5.2 Keperluan Kemudahan

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Keterangan tentang keperluan kemudahan yang diperlukan untuk menjayakan pelaksanaan projek.Contoh:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bil.** | **Item** | **Kuantiti** | **Sedia Ada/Perolehan/ Sewa**  | **Anggaran Kos (Perolehan/ Sewa)** |
| 1 | Sewa Pejabat |  |  |  |
| 2 | Bilik Perbincangan Aras 5 |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |

 |

## 5.3 Keperluan Perkhidmatan

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Keterangan tentang keperluan perkhidmatan yang diperlukan untuk menjayakan pelaksanaan projek.Contoh:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bil.** | **Item** | **Kuantiti** | **Sedia Ada/ Perolehan/ Sewa**  | **Anggaran Kos (Perolehan/ Sewa)** |
| 1 | Data Migrasi |  |  |  |
| 2 | Percetakan Brosur |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |

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# 6 ANGGARAN BAJET PENGURUSAN SUMBER

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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Keterangan mengenai anggaran bajet bagi sumber yang perlu dibekalkan oleh vendor yang dinyatakan (sebagai input kepada Pelan Pengurusan Kos)Contoh:

|  |  |  |
| --- | --- | --- |
| **Bil.** | **Perkara** | **Anggaran Kos** |
| **A. Anggaran Kos Sumber Manusia** |
| 1 | Sumber Manusia |  |
| 2 | Latihan |  |
| 3 | Ganjaran |  |
|  |  |  |
| **B. Anggaran Kos Perkakasan dan Perisian** |
| 1 | Perkakasan |  |
| 2 | Perisian |  |
|  |  |  |
| **C. Anggaran Keperluan Bengkel** |
| 1 | Pengurusan Projek |  |
| 2 | Pembangunan Aplikasi |  |
| 3 |  |  |
|  |  |  |
| **D. Anggaran Kos Sumber Lain** |
| 1 | Peralatan Pejabat |  |
| 2 | Kemudahan  |  |
| 3 | Perkhidmatan |  |
|  |  |  |
| **Jumlah Besar** |  |

 |

# PENGESAHAN DOKUMEN

|  |
| --- |
| **Pengurus Projek****…………………………………….……………………..** [Nama][Jawatan][Tarikh]**Pengarah Projek (Jika Ada)****…………………………………….……………………..** [Nama][Jawatan][Tarikh] |
| **Pemilik Projek****…………………………………………………………..……..** [Nama][Jawatan][Tarikh] |