# SD5953

# Successful Project Management

## LAB B

School of Design

The Polytechnic University of Hong Kong

# **IMPORTANT**

# Please sit with the members of your final group project

# Graham Leach, Instructor



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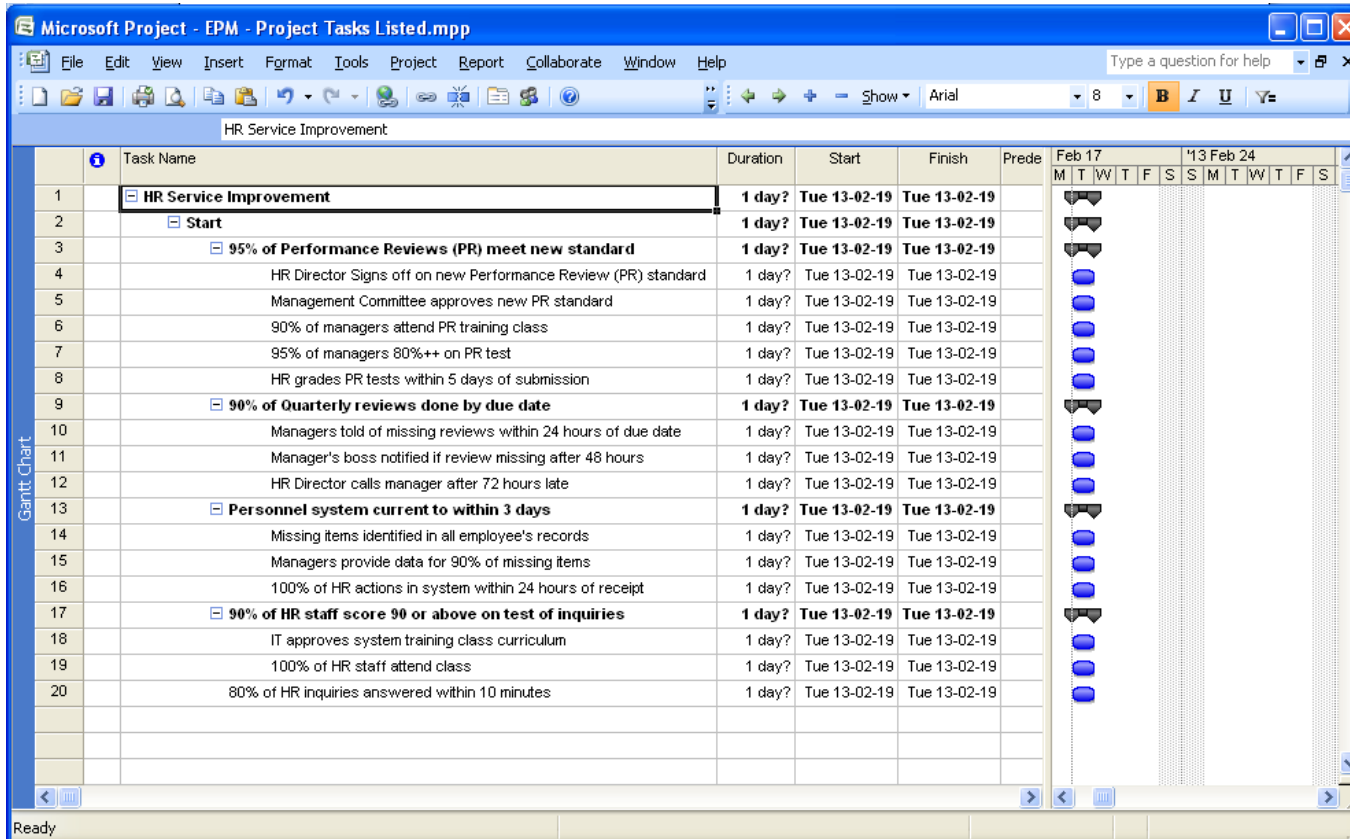
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# LAB B2

**JOB 2:**

**Reproduce the HR Service Improvement Project in MS-Project**

# HLDN

| 80% of HR inquiries answered within 10 minutes | | | |
|---|---|---|---|
| **A** | **B** | **C** | **D** |
| 95% of Performance Reviews (PR) meet new standard | 90% of Quarterly reviews done by due date | Personnel system current to within 3 days | 90% of HR staff score 90 or above on test of inquiries |
| (HR Director approves New PR standards) | Managers told of missing reviews within 24 hours of due date | Missing items identified in all employee's records | IT approves system training class curriculum |
| Mgt. Committee approves new PR standards | Manager's boss notified if review missing after 48 hours | Managers provide data for 90% of missing items | 100% of HR staff attend class |
| 95% of managers 80%+ on PR test | HR Director calls manager after 72 hours late | 100% of HR actions in system within 24 hours of receipt | |
| HR grades PR tests within 5 days of submission | | | |

THE HONG KONG
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# What You Should Be Producing

# Detailed View of MS-Project View

# Questions?

# Thank You