
Appendix: Assessment project

You are required to develop the human resources strategy for a multi-venue, multi-session event. This can be for any one of the following: international conference, exhibition, music festival, sporting event, street festival, awards ceremony, community celebration or an event of your own conception.

For this project you need to be mindful of the scope that this event provides for human resource planning so at least some of the following challenges need to be addressed:

- Scope of the event – a multi-venue event provides logistics challenges
- Size of the event – the total workforce should number at least 200
- Unique nature of the event – if the concept is untried the challenges will be greater
- Volunteer management – consider the use of volunteers if you choose a community or noncommercial event
- Themed event – service, ambience and congruence with the theme will influence planning
- Stakeholder involvement – a range of contractors, government agencies and emergency services may be part of the planning
- Outdoor or unique venue – infrastructure has to be built from the ground up
- Risk – the level of risk associated with staffing, such as involvement of high-profile VIPs, celebrities or royalty.

Clearly, not all of the above would be part of the concept; however, if the event is too simple, it will not allow you to adequately demonstrate your planning skills.

Your Human Resources Plan should include the following headings and sections:

- 1 Executive summary
- 2 Event overview (with an emphasis on the concept and the staffing considerations presented by the concept)
- 3 Human resources strategic plan (including a labour force analysis; a rationale for the workforce composition; a human resources risk prevention and contingency plan)
- 4 Human resources operational timelines (including tasks and timelines for significant elements such as recruitment, selection and training)
- 5 Compliance review (a review of HR legal obligations and insurances)
- 6 Job analysis (rationale, organization chart and sample job descriptions/job specifications for key positions as appendices)
- 7 Recruitment and selection plan (identify source of labour, tasks and timelines)
- 8 Training plan (include orientation, venue and job-specific training)
- 9 Policies and procedures (identify which policies and procedures are necessary)
- 10 Organizational culture and communication (review communication plans)

- 11 Leadership, motivation and retention (provide strategies for human resource management)
- 12 Human resources evaluation plan (outline ways in which the quality of service and management of personnel can be evaluated during and post event)
- 13 References
- 14 Appendices

When presenting this report you may wish to include some components as appendices at the end of the report, for example, a copy of a policy and procedures for accreditation or a training guide. In each case you need to refer to the appendix in your main document.