
The Human Resources Plan

The human resources plan describes your expected staff requirements over the next two years. The areas of responsibilities, training and experience requirements for each staff position, organization chart as well as compensation and benefits should be summarized. Also, review the labour management programs that you plan to initiate and the goals you wish to achieve. The human resource plan is often included as a subsection in the production portion of a business plan. But, given the increasing importance of labour management you may choose to highlight your labour management plan as a separate section as we have in this example.

Human resource management requires thinking about how you will recruit, screen, motivate, train and discipline the staff you work with. The British Columbia Ministry of Agriculture, Fisheries and Food provides a publication on Farm Labour Management. Copies are available from the Farm Management Branch or your closest district office.

1. Employee Plan

As the form opposite shows, the Davidson Ranch is planning to have two fulltime staff members as well as casual part-time labour.

Note: if your business plan will be used to obtain outside financing, you should include resumes for the managers. An outside lender will base his or her decision on the management skills and experience available. The resumes should show the name, education, business experience in detail for the managers and skilled workers in your firm.

2. Organization Chart

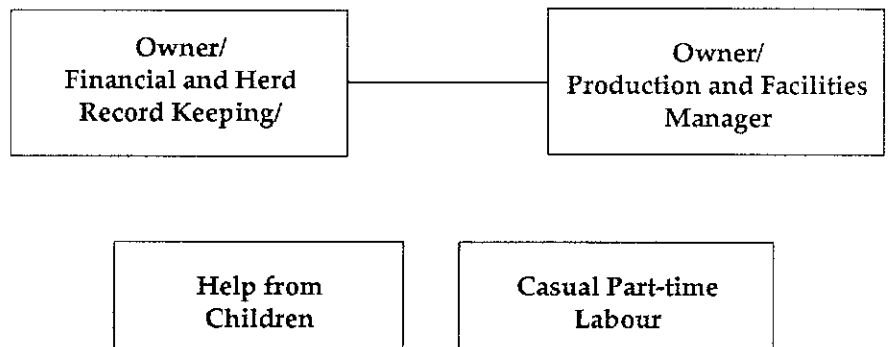
Once you have prepared your employee plan, complete an organizational chart as well to illustrate how your staff members are organized and to whom they report. This is important for two reasons. First, readers outside your firm will want to see evidence that you have thought through and organized the staff and management needs of your business. Second, your own employees will want to know how their firm is organized. The form opposite shows the Davidson Ranch's organization chart.

If major organizational changes are required because of changes in your operation during the period covered by the plan, these should be noted.

Employee Plan (Year 1 - 3) Example

Job Title	Functions
Owner/Bookkeeper	Cattle herd record keeping, financial bookkeeping, joint role in management decision making and goal setting
Owner/Production Manager	Crop planning, farming & farm safety, machinery maintenance, joint role in management decision making and goal setting
Children	Assist in ranch duties as required, learn all aspects of ranching techniques and decision making
Casual labour	Labour jobs as needed

Organization Chart Example





3. Compensation and Benefits

The final step in preparing your Human Resources Plan is to complete the compensation and benefits chart. The sample on the opposite page shows the Davidson Ranch example. There are a number of potential sources of information for items such as likely salary and wage levels. Statistics Canada produces a number of summary reports showing compensation by various groups. Or, local employers or government organizations (such as local employment offices) may be able to help you estimate the various compensation levels for which you will need to plan.

If you anticipate changes in wages and compensation during the period covered by the plan these should be noted.

4. Labour and Training Goals

Successful recruiting, hiring, training, motivation and discipline procedures are key to the growth and success of a business. Your labour plan should show how you plan to promote and maintain good labour relations, strong morale, and high quality, high output per worker.

Your labour targets and planned programs can be summarized on a form similar to the one for the Davidson Ranch.

Compensation and Benefits (Year 1-3) Example

Position	Salary and Benefits
Owner/Financial and bookkeeping	50% profit share (\$10,000 cash manager draw)
Owner/production and facilities	50% profit share (\$10,000 cash manager draw)
Children	chores and \$5.00/hr for structured work
Casual part-time workers	\$7.50/hr (Total: \$4,000)

Labour and Training Goals Example

Target	Barrier	Planned Response	Measurement
Efficient, correct and modern bookkeeping records	Knowledge of techniques, access of proper tools	Purchasing a computer and training on bookkeeping software	Organized and comprehensive books
Owner/Manager motivation and ability improvement	Routine, boredom and lack of knowledge in specific management areas	Utilize computer, attend industry conferences/workshops/seminars	Contentment, higher ability of managers
Training of children for future take-over of operations	Knowledge, ability and interest of children	Train children about farm practices and slowly make them an integral part of operation	Development of children into competent ranchers
Employee safety	Knowledge; working conditions	Training; employee manual; awareness and supervision	Accident free workplace