

Shift and Roster Management

Shift and Roster Management is about firstly constructing a model that defines your requirement for people. This allows for short, medium and long-term labour requirement planning. The established shifts and rosters then support allocating the right people at the right time to right tasks and understand the cost implications of that allocation.

Shift and Roster Management is a key module in the Scalable Workforce Planning suite. Building and managing teams of people on projects or in 24x7 operational environments can be time consuming and labour intensive.

Building efficiency into shift and roster management is needed to provide better utilisation of labour resources, deliver cost savings and allow you to more effectively plan your future labour requirements.

The Scalable Shift and Roster Management system provides the building blocks to construct almost any combination of shifts, shift positions, crews, roster patterns and time cycles. This will allow you to model a workforce for time constrained projects such as shutdowns and construction projects. You can also manage a workforce to keep a manufacturing or processing plant operational with the correct mix of skilled resources.

Creating shifts and rosters.

The Shift and Roster Management system is built using positions not individuals. This allows the roster to be highly maintainable with the ability to move individuals in and out of positions on a roster at any time. This reduces the time your work force planners and HR staff need to spend creating and managing rosters.

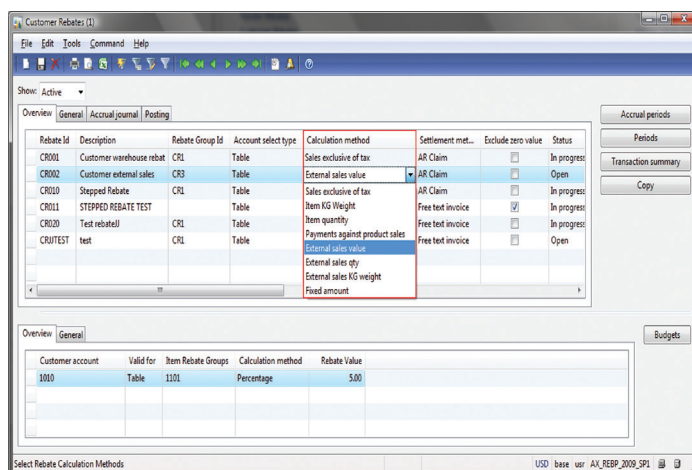
If a worker goes on leave or is terminated the shift/roster remains unchanged. Work force planners only need to assign another worker into that position. That worker will be recognized as filling that position for that period.

Intelligence has been built into the shift/roster to support different crews operating on a roster with different shift patterns supporting the different types of workers on a project. For example, trade type workers could be working on a 3-panel (crew) 4-on/2-off rotating on a day/night shift, and the administration staff working a 5-on/2-off day shift Monday to Friday. This would support running operationally 24x7 and administration on a normal working week.

Workforce planners have the flexibility to scale the work either at an individual level or at a crew level for a roster or shift. This will allow flexibility such as when ramping up for a project and scaling down for the end of a project.

Recruiting

If a position becomes vacant then this will become visible to HR and decisions can be made to employ, redeploy staff or remove the position from the roster. The benefit is that the process of managing vacant positions is consistent across the organization regardless of whether they are mobile workers or salaried office workers.



Costing

Once a shift has been created because it is based on positions the cost of running that roster can be determined and used for more accurate estimating and cost management. The flexibility in building rosters will allow estimators to determine the best combination of crews, shifts and patterns to maximize the profitability of the project or minimize the labour cost operationally.

One of the key benefits of both recruitment and estimators using the same model for planning and fulfilling labour requirements is that the estimated or planned costs can be compared to actual costs to drive greater efficiency in future estimations.

Key Features

- Flexible definition of shifts, roster patterns, crews and cycle times
- Competency matching
- Support different roster patterns on the same shift
- Rotating rosters (day/night)
- Condensed rosters
- Varying shift lengths
- Multiple shift cycles with the same roster
- Manual adjustment of the shift calendar per worker or per crew
- Roster positions not individuals
- Simpler ongoing maintenance of rosters
- Forecasted costs of labour planning