

# DEPLOYING ICT IN MANPOWER PLANNING: ISSUES AND PROSPECTS.

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## ABSTRACT

*Manpower planning is a very crucial management activity and involves the entire process of identifying, locating and filling vacant positions in an organization. This process can be enhanced by the use of Information and Communication Technology (ICT). ICT is the use of computer and other related electronic gadgets in data capture, processing and information dissemination. ICT as an indispensable tool, has found favour in various fields of human endeavor in term of application. Staffing as an aspect of human resource management can be made more effective by the use of ICT facilities. This paper therefore, x-rayed the manpower planning, the manpower planning process, the potentials of ICT and the application of ICT in manpower planning processes.*

**Key words:** ICT, Database, Human Resource, Computer, Manpower Wastage, MIS.

## INTRODUCTION

Staffing is the engine that runs any organization. The survival or demise of an organization, irrespective of the size, depends largely upon the staff of that organization. This goes further to impact either positively or negatively on the productivity and

image of the organization. Information and communication technology (ICT) has over the years, proved to be an indispensable tool in many field of endeavor, human resource management no exception. ICT can be deployed in the manpower planning processes by simply replacing the human activities in the process with ICT facilities. This implies that computer and other allied devices would be carrying out functions earlier performed by humans. According to Chacko (2005) ICT has the potential to promote governance, enhance communication and facilitate interaction between people". The effects of lack of planning for manpower needs of an organization cannot be over emphasized. An organization that fails to plan for its manpower risks manpower wastage or manpower shortage.

Computer has proved to be an excellent tool for planning. It helps management of any organization to make accurate predictions, of the organization needs, manpower inclusive.

(Nwokoye and Ahiazu, (1984) in Ajakemo (2003) defined manpower planning an a process whereby an organization attempts to forecast the number, kind and categories of employees it will require in a definite future period of time, and makes arrangement to ensure that the employee would be available during that period. Computer aids different levels of management to carry out their functions. This is achieved through Management Information System (MIS).

Orilia (1979) defined management information system as a computer system, integrating equipment procedures and personnel, that develop and provides information used by management for decision making purposes.

## **MANPOWER PLANNING AND FORECAST**

This is very essential for the achievement of the overall goals of an organization. Manpower planning, otherwise known as human resource planning is the process by which an organization ensures that it has the right number of people and the right kind of people, at the right place, at the right time, doing things for which they are economically most useful (Ezeali and Esiagu, 2009).

An organization that does not plan for its human resource, normally faces the problem of not meeting its manpower needs or achieving its cooperate plans.

## **REASONS FOR MANPOWER PLANNING**

The following form the objectives for manpower planning;

- i. To provide for the future sustainable manpower needs of the organization.
- ii. To ensure intermittent manpower Audit.
- iii. To ensure an easy staffing process.
- iv. To ensure optimum use of human capital currently available.
- v. To ensure that the right number of skilled staff are at the right place at the right time.

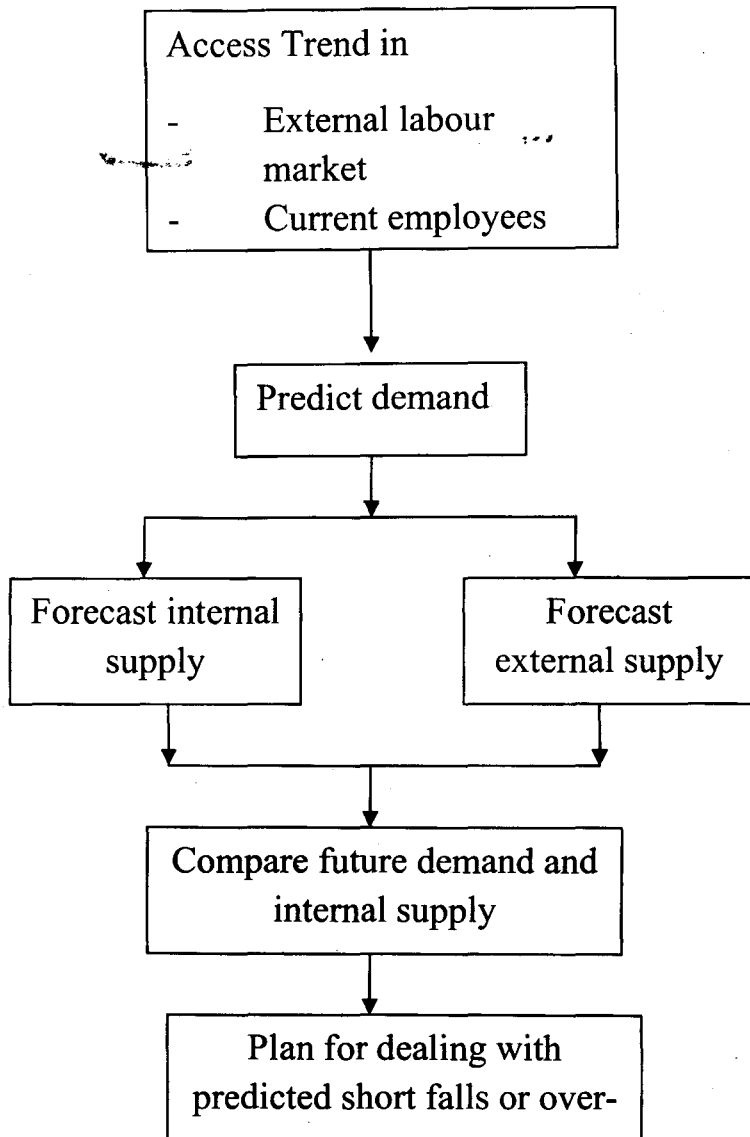
## **..STAGES OF MANPOWER PLANNING**

Manpower planning falls into two main stages:

**a) The manpower Audit/ inventory:** This involves the keeping of accurate record of all kinds and levels of all the employees throughout the period of the manpower plan.

**b) Manpower supplies:** This has to do with the organization deciding on what it wants to do. At this profit, the organization should have known the viable sources to explore in order to obtain the required people.

## MANPOWER PLANNING MODEL



Source: Ricky W. Griffin (1997) management 5<sup>th</sup> edition.

## **MANPOWER PLANNING METHODOLOGY**

According to Ogunniyi (1992), strategies for human resource planning are as follows:

1. Organizational objectives
  - Short range
  - Long range
2. Gross manpower requirement analysis
  - Determine need by occupational/professional specifications
3. Manpower inventory
  - Determine existing manpower capabilities
  - Present jobs
  - Qualification and skills
  - Experience
  - Age
  - Salary, etc.
4. Manpower computation
  - Demand and supply analysis-demand deals with organizational occupation/professional needs, while supply has to do with sourcing from within the organization, outside the organization or even developing the existing staff.
5. Action programme
  - Planning constraints
  - The programmes
  - Strategies
  - Tactics
  - Control and coordination

## **- Evaluation**

### **INFORMATION AND COMMUNICATION TECHNOLOGY**

The term Information and Communication Technology (ICT) is a product of the convergence of information technology and communication technology.

According to Esiagu and Esiagu (2010:107) “information and communication technology is the use of computer and its allied equipment (Radio, Television, Telecenters, Mobile phone and Internet) in the capture and processing of data and the dissemination of the resultant information”. This implies that ICT is a system that makes data processing and information transmission easy.

Information technology according to Frenzel (2002) is an indispensable ingredient in several major strategies that business is implemented to meet the challenges of a rapidly changing business environment.

### **CAPABILITIES OF ICT**

ICT as a tool has several features that make it indispensable in the day-to-day businesses of individuals and organizations. Below are some of the numerous features that ICT provides to users:

- **Speed:** Data/information is usually processed/transmitted at a phenomenal speed.

- **Storage:** Data/information can be stored for future reference.
- **Accuracy:** forecasts and computations carried out by ICT facilities are usually accurate.
- **Reliability:** ICT facilities provide more reliable information since issues such as manipulation of results, incompetency, etc., are not found in ICT facilities.
- **Coverage:** ICT facilities can reach out to as many people as possible within the shortest possible time and can cover a large area within seconds.

## **INTEGRATING ICT INTO MANPOWER PLANNING**

Information and communication technology is not meant to replace humans in the activities of manpower planning but provides supports to the planning process. In order to appreciate the importance of ICT in manpower planning, the manpower planning methodology would be revisited and the use of ICT in each of the stages explained.

- In manpower requirement analysis, computer can be used to analyze the manpower needs of an organization and furnish the management of the organization with information on occupational and professional specifications as the need arises.
- Manpower inventory: Computer can be used to keep records (database) of the staff of an organization. This database can be queried and reports generated automatically by the computer. The database table may contain fields such as name of staff, qualification, age, experience, present job, salary etc.



- In manpower computations, computers can be used to analyze demand and supply factors. Using information for the database, the organization would be able to know at a glance their manpower needs, the sources of getting the required manpower and the strategy for getting such staff.
- In action programme, the internet can provide a means of research for the management to know the most effective and productive tactics and strategies to be deployed. Global System for Mobile Communication (GSM) can be used to control and coordinate action plans by an organization. Advertisement of job openings can be done using television, radio or even the internet. Computer can be used to evaluate the entire manpower planning process to ascertain whether the best plans have been adopted or not.

## **CONCLUSION**

From the foregoing, the use of ICT in manpower planning by organization will not only quicken the process but will also ensure that the best qualified candidates are selected to fill vacant position in the organization at any given time.

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