

# RESOURCE SHEET — Allocation & Availability Plan

Template T-09 · Chapter 9: Resource Planning · radimkaufmann.com

Project		PM / Resource Manager		Period
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Allocation %: 100=full-time · 50=half-time · 0=unavailable | Red = over-allocated (>100%) Orange = near capacity (80–100%) Green = allocated Gray = un

Resource Name	Role / Title	Type	Department	Rate (\$/hr)	Curr.	Avail %	Month 1				Month 2				Month 3			
							W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	
Alex Johnson	Project Manager	Internal	PMO	\$120	USD	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Maria Chen	Business Analyst	Internal	IT	\$95	USD	80%	80%	80%	80%	80%	80%	80%	80%	80%				
Tom Reeves	Developer	Internal	IT	\$85	USD	100%			50%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Sarah Kim	QA Engineer	Internal	IT	\$80	USD	50%					50%	50%	50%	50%	100%	100%	100%	
ExtCo Ltd	System Integrator	External	Vendor	\$150	USD	100%				50%	100%	100%	100%	100%	100%	100%		
Lisa Wang	Change Manager	Internal	HR	\$90	USD	50%							50%	50%	50%	50%	50%	
[Resource 7]	[Role]	Internal	[Dept]		USD	100%												
[Resource 8]	[Role]	External	[Vendor]		USD	100%												
<b>TEAM WEEKLY TOTALS (sum of all allocations)</b>							<b>180</b>	<b>180</b>	<b>230</b>	<b>330</b>	<b>430</b>	<b>430</b>	<b>480</b>	<b>480</b>	<b>450</b>	<b>450</b>	<b>350</b>	

From "Project Management: From Initiation to Closure" by Radim Kaufmann · radimkaufmann.com · Free download · Green=allocated Orange=near capacity Re



allocated

Month 4

W12	W13	W14	W15	W16	Total Hrs	Over-Alloc ?
100%	100%	100%	100%	100%	640	
					256	
					340	
50%					220	
					260	
100%	100%	100%	50%		240	
					0	
					0	
250	200	200	150	100		

d=over-allocated