

TEAM COMPOSITION SHEET

Template T-13 · Chapter 9: Team and Resource Management · radimkaufmann.com

Project		PM		Date
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Type: Internal = own employee · External = vendor/contractor · Allocation %: planned effort on this project · From/To: assignment period on the project

#	Full Name	Role / Title	Type	Dept / Company	Alloc %	From (date)	To (date)	Reports To	Key Skills / Expertise
1	Alex Johnson	Project Manager	Internal	PMO	100%	01/01/26	31/12/26	Project Sponsor	PM, Risk Mgmt, Agile, PMBOK
2	Maria Chen	Business Analyst	Internal	IT Dept	80%	01/01/26	30/06/26	Alex Johnson	Requirements, Process Mapping, UAT
3	Tom Reeves	Lead Developer	Internal	IT Dept	100%	01/03/26	31/10/26	Alex Johnson	Java, Python, System Architecture
4	Sarah Kim	QA Engineer	Internal	IT Dept	50%	01/05/26	30/09/26	Alex Johnson	Test Planning, Automation, UAT
5	ExtCo Ltd	System Integrator	External	Vendor	100%	01/04/26	30/09/26	Alex Johnson	SAP, ERP Integration, API
6	Lisa Wang	Change Manager	Internal	HR Dept	50%	01/06/26	31/12/26	Alex Johnson	Change Mgmt, Training, Comms
7	Dr. R. Fischer	IT Architect	Internal	IT Dept	30%	01/02/26	30/06/26	CTO	Enterprise Architecture, Security
8	James Okafor	Customer Rep	External	Customer	20%	01/01/26	31/12/26	Customer VP	Operations, Acceptance Testing
9	PMO Coordinator	PMO Support	Internal	PMO	25%	01/01/26	31/12/26	PMO Head	Reporting, Templates, Governance
10	[Resource 10]	[Role]	Internal	[Dept]					

TEAM SUMMARY

Total Members	Internal	External	Full-time (100%)	Avg Allocation
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From "Project Management: From Initiation to Closure" by Radim Kaufmann · radimkaufmann.com · Free download · Link to RACI Matrix (T-12) for role as

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Contact / Email	Notes
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a.johnson@company.com	Full duration
m.chen@company.com	Initiation+Planning
t.reeves@company.com	Execution phase
s.kim@company.com	Testing phase
pm@extco.com	Key vendor — NDA signed
l.wang@company.com	
r.fischer@company.com	Part-time advisor
j.okafor@customer.com	Customer liaison
pmo@company.com	

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signments