IT Project Resources & Staffing Plan Worksheet:

Project Title:			**Project Number:**	
Project Leader/ Manager:			**Anticipated Project Start Date:**	
Project Sponsor:			**Date Prepared:**	
1. Resource Describe the resource (for example "network engineer"	2. Skill Level or Material Quality	3. Duration Required (Days, Weeks, or Hours)	4. Available Time Periods (Dates)	5. Availability (High, Medium or Low)

I. Determine Resources & Staffing Needs for Project:

Resources & Staffing planning involves identifying a team that possesses the skills required to perform the work, as well as identifying the tools, equipment, facilities, and other resources needed by the team to complete the project.

Characteristics to consider includes:
Availability: Who is available and when are they available?
Ability: What competencies do people possess?
Experience: Have people done similar or related work? Have they done it well?
Interest: Are the people interested in working on this project?
Cost: How much will each team member be paid, particularly if they are contracted from outside the organization?

All project teams require tools to successfully perform assigned tasks. In scheduling resources, the project manager must ensure that both the people and the equipment necessary to complete assigned tasks are available simultaneously. Ensuring availability of equipment for the team should be included in the Resource & Staff planning project. When considering equipment it is also important to remember to give each team member the right tools (for example computer software) to do the job from the beginning of the project.

II. Directions For Use:
1. Complete the Resources & Staffing Worksheet.
2. Use worksheet information as appropriate to complete the project scope form.
3. If desirable, attach the completed worksheet to the project scope form.
4. Store completed worksheet with the other project management documentation in the project document repository.

Category Definitions For Resources & Staffing Worksheet:
1.Resource: Identify the resources & staff required. Example categories are listed.
2. Skill Level or Material Quality: Identify the experience or skill level of people or the acceptable condition level of other
 resources.
3.Duration Required: Identify the durations of time (days, weeks, hours) that the resource is needed.
4. Available Time Period: Identify when (dates) the required resource is available to the project.
5. Availability: There maybe availability concerns with attaining and maintaining resources. You will need a good understanding of schedule conflicts (vacation time and commitments to other projects), promotions, retirements, illnesses and changes in workload. Provide a subjective indication of the level of concern associated with each resource. The levels of concerns are High, Medium, Low.