**Resource allocation strategy**

Resource allocation in project management is the process to exploit necessary resources to certain project(s) efficiently and economically including human resource, system, tools and budget and so on.

When we worked on resource allocation, we created a database to store the information about the devices and tools and human resource, and updated it regularly. For human resources, there will record Individual skills, who is good at web develop or app develop, who is an expert on database and record their interest and the projects on which the individual is working. For devices, including PCs, servers, simulators and other test equipment, there will record system configuration, database, which is suitable for what kind project and which occupy by which project. When I allocate the resources for a certain project, we would search my database to found out the right person and device for that project, and I will create an Excel sheet to track all project that are going on and who are working on which project, how many hours does each team member work on that project every day. We updated the sheet weekly and sent out to each member.

Advantages:

1. It is simple and easy to use and it is easy to find out the conflicts of devices or human resources.
2. It is suitable for stable team. We do not have to update the database often. In addition, we can repeat to use these data.
3. It is helpful for tracking the projects and cost. It is convenient to know how many project are going on, how many people are working on, and how long they work per week. It is easy to calculate the cost using these data.
4. It is helpful for the team member to use the resources efficiently. Especial for the new comers, it can help them involve in project soon, they know who worked this project before and who can answer his/her questions about the project, what resources are available.
5. Team members do not focus on their own project. They can know other projects that the others are working on. At the same time, it is a way to supervise mutually.

Disadvantages:

1. It makes individual information public. It is hard to protect the safety of some data since everyone in the team can access the database.
2. It is not suitable for a large team. A great deal of the information makes complex, it is harder to maintain and use.
3. It is not suitable for the team with a high turnover. Employees change often, information in the database get impractical and need to update frequently. It makes hard to maintain the database.