

Resource Plan

For [Project Name]

Document Control

Document Information

	Information
Document ID	<i>[Document Management System #]</i>
Document Owner	<i>[Owner Name]</i>
Issue Date	<i>[Date]</i>
Last Saved Date	<i>[Date]</i>
File Name	<i>[Name]</i>

Document History

Version	Issue Date	Changes
<i>[1.0]</i>	<i>[Date]</i>	<i>[Section, Page(s) and Text Revised]</i>

Document Approvals

Role	Name	Signature	Date
Project Sponsor			
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Procurement Manager <i>[if applicable]</i>			
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1 Resource Listing

List all the labor, equipment and materials required to undertake the project.

1.1 Labor

List all the roles required to undertake the project. Identify the number of people required to fill each role within the project. Describe the responsibilities and skills needed to undertake each role successfully. Also specify the timeframe during which the role will exist.

Role	Number	Responsibilities	Skills	Start Date	End Date

1.2 Equipment

List each item of equipment required to undertake the project. Quantify the amount of each item needed. Describe the purpose and specifications of each item. Also specify the timeframe for which the equipment will be required.

Item	Amount	Purpose	Specification	Start Date	End Date

1.3 Materials

List each item of material required to undertake the project. Quantify the amount of each item needed. Also specify the timeframe for which the materials will be required.

Item	Amount	Start Date	End Date

2 Resource Plan

2.1 Schedule

Create a detailed list of the labor, equipment, materials and any other resources needed to undertake the project. Then identify the cost amount of each resource required, according to the periods it will be needed.

	Month												
Resource	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Labor <ul style="list-style-type: none">Labor Type	\$ / £ / € / other currency												
Equipment <ul style="list-style-type: none">Equipment Type													
Materials <ul style="list-style-type: none">Material Type													
Total													

2.2 Assumptions

List any assumptions made during this resource planning process.

2.3 Constraints

List any constraints identified during this resource planning process.

3 Appendix

Attach any documentation you believe is relevant to the Resource Plan, such as:

- *Business Case, Feasibility Study, Terms of Reference, Project Plan*
- *Organizational HR policies, guidelines and procedures*
- *Job Descriptions for project roles*
- *CVs (Curricula Vitae) for project staff*
- *Other relevant information or correspondence*