**Resource Utilization Sheet**

[Startup name]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project Overview | Phase Start | Phase End | Progress  Qtr. 1 | Progress  Qtr. 2 | Progress  Qtr. 3 | Progress  Qtr. 4 |
| Project Phases |
| Phase 1 |  |  |  |  |  |  |
| Phase 2 |  |  |  |  |  |  |
| Phase 3 |  |  |  |  |  |  |
| Phase 4 |  |  |  |  |  |  |

Fill the table with project overview

Fill the resource requirement with organizational area in which the resource is needed also mention the quantity.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Resource Requirement | Qty | Rate of  pay | Requested  Start Date | Project End Date | Qtr. 1 | Qtr. 2 | Qtr. 3 | Qtr. 4 |
| Organizational Area |
| Phase 1 |  |  |  |  |  |  |  |  |
| Phase 2 |  |  |  |  |  |  |  |  |
| Phase 3 |  |  |  |  |  |  |  |  |
| Phase 4 |  |  |  |  |  |  |  |  |

**Total Hours:**

**Total Cost allocated:**

Fill the additional expense requirement with description area in which the resource is needed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Additional Expense | Requested  Start Date | Project End Date | Qtr. 1 | Qtr. 2 | Qtr. 3 | Qtr. 4 |
| Description |
| Software |  |  |  |  |  |  |
| Hardware |  |  |  |  |  |  |
| Support |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |

**Total Cost:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Resource** | **Project/Task** | **Hours Utilized** | **Percentage Utilized** |
| Resource 1 |  |  |  |
| Resource 2 |  |  |  |
| Resource 3 |  |  |  |
| Resource 4 |  |  |  |

Fill out the final summary of the project.

**Total Hours Utilized: [Total Hours]**

**Total Percentage Utilized: [Total Percentage]**

**Note: You can use visuals to represent the clear picture of resource utilization.**