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<COMPANY OR PROJECT LOGO>

<PROJECT NAME>

RESOURCE PLAN

VERSION <1.0>

<DD/MM/YYYY>

RESOURCE PLAN

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RESOURCE PLAN

TEMPLATE GUIDE

HOW TO USE THIS TEMPLATE

This is a guide to the common sections included in a Resource Plan. Sections may be added, removed or amended to suit the project and project methodology. Example tables, have been added (where relevant) these are just a suggestion, you may decide to format these sections differently.

Text in Blue italics is designed to assist you in completing the template. Delete this text before sharing the final document.

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>

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DOCUMENT APPROVALS

[Update the roles listed below as appropriate to your project's approval requirements].

Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
Project Manager			
Procurement Manager <i>(if applicable)</i>			
Project Office Manager <i>(if applicable)</i>			

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RESOURCES ALLOCATED

[Insert the information on the resources that will be required to deliver the project. The resources may already be allocated to the project in the Project Charter or PID].

Resource	Allocation and Source
Project Team (Full and Part Time Staff)	
Customer Support	
Facilities	
Equipment	
Software Tools	
Other	

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DETAILED RESOURCE REQUIREMENTS

[Provide a detailed breakdown of resources, other than funds, required to execute the project. Identify the skill level, associated task, duration required, available time period, cost, unit of cost and the level of risk (high, medium or low) associated with that resource. Add as many rows as necessary for each resource category].

RESOURCE Describe the resource for example: "network engineer."	Skill Level or Material Quality	Associated Task(s)	Duration Required	Available Time Period	Cost	Unit of Cost (Hour, Day, Week, Month Fixed)	Level of Risk High, Medium or Low
Project Team							
Developer	Level 5	<i>Bespoke integration between SAP & SaaS ITSM solution.</i>	30 days	Needed between May and June	10500	350	High

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RESOURCE Describe the resource for example: "network engineer."	Skill Level or Material Quality	Associated Task(s)	Duration Required	Available Time Period	Cost	Unit of Cost (Hour, Day, Week, Month Fixed)	Level of Risk High, Medium or Low
Customer Support							
Facilities							

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RESOURCE Describe the resource for example: "network engineer."	Skill Level or Material Quality	Associated Task(s)	Duration Required	Available Time Period	Cost	Unit of Cost (Hour, Day, Week, Month Fixed)	Level of Risk High, Medium or Low
Equipment							

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DETAILED RESOURCE REQUIREMENTS (CONTINUED)

RESOURCE Describe the resource for example: "network engineer."	Skill Level or Material Quality	Associated Task(s)	Duration Required	Available Time Period	Cost	Unit of Cost (Hour, Day, Week, Month Fixed)	Level of Risk High, Medium or Low
Software Tools							
Other							
<i>Dev Environment</i>	<i>No data, one integration server</i>	<i>Platform for developing integrations</i>	<i>60 days</i>	<i>Between May and July</i>	<i>See Contract</i>	<i>Part of license</i>	<i>Low</i>

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RESOURCES NET CHANGE

[Provide a breakdown and explanation for any resource where there is a difference between resource allocation in the Project Charter/PID/Feasibility Study and those identified above].

Resources	Resources Allocated	Resources Required	Net Change	Explanation
Project Team (Full and Part Time Staff)				
Customer Support				
Facilities				
Equipment				
Resources	Resources Allocated	Resources Required	Net Change	Explanation

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Software Tools				
Other				

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GLOSSARY

[Include a glossary of all terms and abbreviations used in the plan. If it is several pages in length, it may be placed as an appendix.]

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REFERENCES

[Insert the name, version number, description, and physical location of any materials referenced in this document. Add rows to the table as necessary].

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