Contents

BENCH REPORT:

Bench Report is a week-wise data of resources that are on bench, partial-bench, non-billable projects, innovation projects, etc.

1. Data Table

Business Unit	Head Count			Fully Allocated	Deploy... Bench %	Bench (Zero Allocation)							NBL on Projects					1 <= hrs < 8	8 <=
	COGS	OVRH	Total			No Alloc	Non Depl	Future Alloc	Blocked	Backfill	Training	Total	1 <= hrs < 8	8 <= hrs < 20	>= 20 hrs	FTE	Total		
Summary	1,000	175	1,175	704	21 %	105	0	12	12	0	1	130	0	3	24	24	27	10	
Digital Experience	104	32	136	68	22 %	7	0	1	2	0	0	10	0	3	6	6	9	0	
Digital Integration	188	33	221	117	24 %	23	0	3	1	0	1	28	0	0	0	0	0	3	
Enterprise Analytics	31	13	44	14	42 %	4	0	0	2	0	0	6	0	0	1	1	1	3	
Enterprise Architecture	0	5	5	0	0 %	0	0	0	0	0	0	0	0	0	0	0	0	0	
Information Management	68	10	78	40	31 %	10	0	2	0	0	0	12	0	0	1	1	1	1	
Legacy	3	2	5	3	0 %	0	0	0	0	0	0	0	0	0	0	0	0	0	
Master Data Management	15	1	16	5	67 %	6	0	0	0	0	0	6	0	0	1	1	1	1	
Quality Assurance & Test Automation	528	68	596	413	16 %	49	0	5	6	0	0	60	0	0	15	15	15	2	
Security	10	1	11	8	20 %	1	0	0	1	0	0	2	0	0	0	0	0	0	
Service Excellence	8	0	8	2	25 %	2	0	0	0	0	0	2	0	0	0	0	0	0	
Smarter Process	45	10	55	34	16 %	3	0	1	0	0	0	4	0	0	0	0	0	0	

For displaying the Data as shown in the table above there were certain details considered in calculating and displaying the data.

1a. Definitions

a. **Business Unit:** These are the list of the business units available and data will be populated based on Business units.

b. **Head Count:** The number of resources employed in the organization
   i. <u>COGS:</u> The total number of resources excluding the overhead count
   ii. <u>OVRH:</u> These include non-revenue business unit & delivery overhead where the net capacity is zero
   iii. <u>Total:</u> The sum of COGS & OVRGH

c. **Fully Allocated:** Resources who are on 100% billable projects are fully allocated

d. **Deployable Bench%:** Resources that are on bench, partial-bench, innovation or NBL projects

e. **Bench:** Resources that are not on any projects & their allocation is zero
   i. No allocation: Resources who are not allocated to any project
   ii. No Deployable: Resources who are in Maternity, LL , Paternity leaves..etc.
   iii. Future Allocation: Resources who will be allocated to certain projects in future
   iv. Blocked: Resources who are assigned to any projects in future
   v. Backfill: Identified Resources to Backfill current positions

vi.   Training: Resources who are under training

vii.   Total: The sum of all the resources that are on bench

f. **NBL on projects:** Resources who are on projects but they do not generate any revenue
   i.   1 >= hrs < 8: The number of resources who have worked for 1-8 hours in a week
   ii.   8 >= hrs < 20: The number of resources who have worked for 8-20 hours in a week
   iii. >= 20 hrs: The number of resources who have worked for more than or equal to 20 hours in a week
   iv. FTE: The resource count is calculated as total allocation by net capacity
   v.   Total: The sum of all the resources who are on NBL projects

g. **Partial-bench:** Resources who are partially on a project i.e for a couple of hours
   i.   1 >= hrs < 8: The number of resources who have worked for 1-8 hours in a week
   ii.   8 >= hrs < 20: The number of resources who have worked for 8-20 hours in a week
   iii. 20 >= hrs < 40: The number of resources who have worked for 8-20 hours in a week
   iv. FTE: The resource count is calculated as total allocation by net capacity
   v.   Total: The sum of all the resources who are partially on projects & partially not

h. **Innovation:** Resources that are on innovation projects where new ideas are made & implementation is done using them
   i.   1 >= hrs < 8: The number of resources who have worked for 1-8 hours in a week
   ii.   8 >= hrs < 20: The number of resources who have worked for 8-20 hours in a week
   iii. 20 >= hrs < 40: The number of resources who have worked for 8-20 hours in a week

      iv.   FTE: The resource count is calculated as total allocation by net capacity

      v.   Total: The sum of all the resources who are on innovation projects

1b. Functionalities

By clicking on the Values displayed the complete resource details will be shown in the table below.

Business Unit	Head Count			Fully Allocated	Deploy... Bench %	Bench (Zero Allocation)							NBL on Projects						
	COGS	OVRH	Total			No Alloc	Non Depl	Future Alloc	Blocked	Backfill	Training	Total	1 <= hrs < 8	8 <= hrs < 20	>= 20 hrs	FTE	Total	1 <= hrs < 8	8 <=
Summary	1,000	175	1,175	704	21 %	105	0	12	12	0	1	130	0	3	24	24	27	10	
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Enterprise Architecture	0	5	5	0	0 %	0	0	0	0	0	0	0	0	0	0	0	0	0	
Information Management	68	10	78	40	31 %	10	0	2	0	0	0	12	0	0	1	1	1	1	
Legacy	3	2	5	3	0 %	0	0	0	0	0	0	0	0	0	0	0	0	0	
Master Data Management	15	1	16	5	67 %	6	0	0	0	0	0	6	0	0	1	1	1	1	
Quality Assurance & Test Automation	528	68	596	413	16 %	49	0	5	6	0	0	60	0	0	15	15	15	2	
Security	10	1	11	8	20 %	1	0	0	1	0	0	2	0	0	0	0	0	0	
Service Excellence	8	0	8	2	25 %	2	0	0	0	0	0	2	0	0	0	0	0	0	
Smarter Process	45	10	55	34	16 %	3	0	1	0	0	0	4	0	0	0	0	0	0	

Now after clicking on that number shown above of the "Long Leave" we can see the new table with complete details of the resources with different required details.

Digital Experience - No Allocation
Search :

Emp. Id	Resource	Designation	Department	Customer	LOB Category	Cadre	Skill Group	Skill	Citizenship	Net Cap. Hrs	Billable Hrs	Available Hrs	Availability%	Ageing	Non Bill Hrs	Supervisor	Action Item	Action Item Dt	Action Item Eff Dt
US-8533	Haris Vohra	Senior Consultant	Digital Experience	Internal	COGS	E3	J2EE/Development/UI.Scripting.O...	Java,XML,HTML,Struts,DOJO,SQ...	USA	40.00	0.00	40.00	100.00 %	5	0.00	Chandra Sekh...			
US_SUB...	Jaime Chirinos	Project Manager	Digital Experience	Internal	COGS	M2				40.00	0.00	40.00	100.00 %	-269	0.00	Michael Luke			
5072	Karthikeya Pavani	Software Engineer	Digital Experience	Internal	COGS	E2			Indian	40.00	0.00	40.00	100.00 %	0	0.00	Srinivas Kalya...			
US_SUB...	Patrick Nord	Senior Consultant	Digital Experience	Internal	COGS	E3				40.00	0.00	40.00	100.00 %	-66	0.00	Michael Luke			
5089	Suchitha Challa	Associate Technical Lead	Digital Experience	Internal	COGS	L1			Indian	40.00	0.00	40.00	100.00 %	0	0.00	Srinivas Kalya...			
5074	VanaRajasri Naga...	Software Engineer	Digital Experience	Internal	COGS	E2			Indian	40.00	0.00	40.00	100.00 %	0	0.00	Amit Anajwala			
5090	Visalakshmi Gudla	Associate Technical Lead	Digital Experience	Internal	COGS	L1			Indian	40.00	0.00	40.00	100.00 %	0	0.00	Srinivas Kalya...			

2. Filters
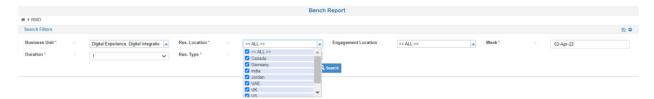
2a. Business Unit

Here in this selection, we can select the Business unit of which the data needs to be shown and in this we can select all the business units or single or multiple business units.

Along with the Business Units Non-Revenue Units is also a selection once selected all the non-Revenue data will also be shown in the table.

Bench Report

▶ RMG

Search Filters

Business Unit *	:	Digital Experience, Digital Integratio	Res. Location *	:	<< ALL >>		Engagement Location	:	<< ALL >>		Week *	:	02-Apr-22
		□ << ALL >>	Res. Type *	:	<< ALL >>	v							
Duration *	:	☑ Digital Experience											
		☑ Digital Integration											
		☑ Enterprise Analytics											
		☑ Enterprise Architecture											
		☑ Information Management											
		☑ Legacy											
		☑ Master Data Management											

Q Search

2b. Res. Location

Here in this selection, we can select the Res. Location of which the data needs to be shown and in this we can select all the Res. Location or single or multiple Res. Location.

2c. Engagement Location

Here in this selection, we can select the Eng. Location of which the data needs to be shown and in this we can select all the Eng. Location or single or multiple Eng. Location
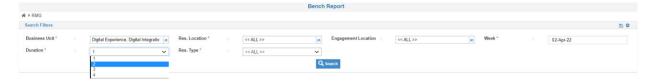

2d. Week

Here in this selection, we can select the week from where the data needs to be seen.

2e. Duration

Based on the duration selected those many weeks data will be shown in the table below.

2f. Res. Type

Here in this selection, we can select based on the selection data in the table varies.

By selecting FTE in Res. Type, the data will be displayed below only with Full Time Employee data.

By selecting Contactors in Res. Type, the data will be displayed below only with Contractors data.