**Logo**

**Project Resource Plan**



**Project Name:**

**Department:**

**Focus Area:**

**Product/Process:**



**Prepared By**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
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**Project Closure Report Version Control**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
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**Note** For standard sections of the Project Resource Plan template that have been excluded from the present document, the section headings have been moved to the Project Resource Plan Sections Omitted list at the end.

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# RESOURCE PLAN PURPOSE

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| --- |
| **Resource Plan Purpose** |
| [**Replace this text with a resource planning purpose statement for your project-specific needs, or use the following sample.**]  The Project Resource Plan provides a record of all resource planning for a project, including the identification of a team of workers that possess the appropriate skill set, and a record of the non-labor resources (tools, equipment, process, and so forth) necessary for project completion. |



# RESOURCE PLANNING DEFINITION

## Define Project Team Size

|  |
| --- |
| **Define Project Team Size** |
| [**Replace this text with a high-level estimate of project team size requirements.**]   * [**Consider the number and type of tasks to be performed, and the total effort required to complete them.**] |

## Define Required Skill Sets

|  |
| --- |
| **Define Required Skill Sets** |
| [**Replace this text with a required-skill list, arranged by task, in order to identify the types of resources required, or modify the following sample table.**]   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Deliverable** | **Resource Type** | **Source** | **Estimated Cost** | **Quantity** | | Deliverable *x* | Project Manager | Consultant | TBD | 1 | |  | Trainer | Internal Staff | Internal | 1 | |  | Programmer | Internal IT | Internal | 3 | |

## Define Non-labor Resources

|  |
| --- |
| **Define Non-labor Resources** |
| [**Replace this text with a list of non-labor resources required for the project—for example, workspace, computers, and test equipment.**] |

## Define Resource Profile

|  |
| --- |
| **Define Resource Profile** |
| [**Replace this text with the project resource profile or the resource staffing plan, or both, or modify the following sample illustrations.**]   * [**The resource staffing plan outlines resource availability throughout the project life cycle.**] * [**A detailed plan is required for larger projects, to ensure that resource load estimates by phase are understood and adequately prepared for.**]  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Resource Type** | **Month 1** | **Month 2** | **Month 3** | **Month 4** | | Project Manager | 1 | 2 | 1 | 1 | | Trainer | 1 | 2 | 2 | 3 | | Programmer | 3 | 5 | 5 | 3 | | Analyst | 5 | 5 | 3 | 1 | | Consultant | 2 | 2 | 2 | 2 | | **Total** | **12** | **16** | **13** | **10** | |

## Define the Project Team

|  |
| --- |
| **Define the Project Team** |
| [**Replace this text with a diagram outlining the project organization, or modify the following sample diagram.**] |

## Define Resource Assumptions

|  |
| --- |
| **Define Resource Assumptions** |
| [**Replace this text with a definition of the resource assumptions identified during resource allocation.**] |

## Define Resource Risks and Mitigations

|  |
| --- |
| **Define Resource Risks and Mitigations** |
| [**Replace this text with a list of resource risks and mitigations. Mitigations may include:**]   * [**Add project schedule tasks, along with financial reserves.**] * [**Add time to tasks for which assigned resources have known skill deficiencies.**] * [**Add a percent multiplier to the project schedule for individual resources as appropriate.**] * [**Add time and resources for training when no appropriately skilled resource is available.**] |



# PROJECT CLOSURE REPORT APPROVALS

**Prepared By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Approved By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Approval Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



# APPENDICES

## Project Resource Plan Sections Omitted

