Workload program

VIEW THE SYNTHESIS OF SPENT AND PLANNED TIME

What does the workload program mean?

Produced by the employee, by project, or by task, the workload program helps you to manage your project efficiently.

Thanks to the workload program, the project manager can control the progress of the work and anticipate an increase of workload.

When to use it?

PLANNING PHASE

When creating the detailed requirements, we define all the deliverables and resources required for the project.

For each deliverable, it is necessary to detail the activities and tasks to assign project resources to each task.

Thus, we carry out the workload plan in the planning phase that supports us throughout the life cycle of the project.

How to use it?

- Fill in your project breakdown structure (WBS) on the "project plan" sheet
- In the resources sheet, list your resources, their % availability, their periods of availability, and their holidays.
- Column J is used to automatically calculate their availability in days, based on the criteria (% availability, period of availability, and holidays)
- Column K is used to calculate the planned days of the resource based on the project plan
- The load is then calculated in column L, based on the availability in days and planned days. It is this column that you must watch out for
- The Excel file is provided with a detailed user guide that will help you to do two things:
  - Use the file properly
  - Customize the file by modifying its parameters

Document structure

- The resources involved in the project (Name, role, contact, availability rate, availability in days, leave, workload)
- The project plan (Activity, dependency, person in charge, duration)

Let's get started.