

**Resource Plan—Activity Definition****Purpose:**

The objective of this activity is to document how many resources and what skills are required during the various phases of the project, how the resources will be acquired, to examine if any of the human resources need training and if so to ensure that they receive the required training.

**Participants:**

The Project Manager prepares the resource plan in conjunction with the core Project team.

**Inputs:**

Project Overview Statement [1], Approved Project Request form [1]

**Process:**

1. Determine the type and amount of resources that will be needed in order to complete the project. e.g. human resources and other resources like hardware, software, etc.
2. After establishing the number of human resources required for the project, develop a staffing plan that shows the number of personnel, by role, by skills required, and by skill level that will be required on the project on a monthly basis.
3. Determine the estimated quality and output of the physical resources.
4. Determine the availability of the required resources.
5. Determine the cost of the resources.
6. Determine the percentage of time that the resource will be spending on your project and provide for contingencies.

**Outputs:**

Resource Plan

**Resources Planning—Guidelines**

1. Determine what are the resources you will need in order to execute the project. This listing may include people, software, hardware, money, materials, supplies, equipment, facilities, etc.
2. Develop a staffing plan. A matrix could be used to display the number of personnel required for the project by role, by skills required, by skill level on a monthly basis. This will give the Project Manager clarity on the number of requests s/he will have to send to the Resource Manager.
3. Determine the estimated quality and output of the physical resources. This is necessary so that a check is done to find out if the physical resources are sufficient or not. If the output is going to be lesser than required, extra physical resources might be needed.
4. Determine the availability of the required resources. This is required at this stage as more than one project might have requested for the same resource. Also, check if an assigned human resource is going on vacation during the project duration.
5. Determine the cost of resources. In cases where the billing is done on a time-and material basis, this is important.
6. Determine if any of the resources are to be shared across projects. If a resource is going to be spending lesser than 100% time on your project, the schedule will be affected.
7. Provide for contingencies. Buffers or reserves or contingencies can be a percentage of the total human resource effort or it could be a certain number of days.
8. Identify and plan for training needs. Determine what skill levels are required for your project and compare these to the actual skill levels of the human resources assigned to your project. In order to bridge the gap, you might need a training intervention. The training should be accounted for in the Work Plan.