

Resource Plan Template

Project Name:

Date:

Created By:

1. Resource Requirements:

- a. People:
- b. Software:
- c. Hardware:
- d. Money:
- e. Materials:
- f. Supplies:
- g. Equipment:
- h. Facilities:

2. Staffing Plan

e.g.

Month	Resource role	Skill	Skill Level	Number
Jan. 2005	Technical	SQL	Advanced	2
	Graphics	Photoshop	Intermediate	1
	Graphics	Photoshop	Advanced	1
	Graphics	Flash	Advanced	2
Feb 2005				

3. Estimated quality and output:

e.g. Batch processing for Machine A

4. Availability of the required resources:

XYZ on vacation from Jan 17th 2005 to Jan 25th 2005

5. Cost of resources:

e.g.

Resource	Cost per unit	No. of units	Total cost
Consultant	200 USD per hour	40 hours	8000 USD
Machine B rented	250 USD per day	8 days	2000 USD

6. Sharing of resources:

A 75% time on project

7. Contingencies: 1 extra day for Resource B's work

8. Training Needs: e.g.

Resource	Training/Skill	Current skill level	Desired skill level
XYZ	.Net	Beginner	Intermediate