

Team Assignment—Activity Definition**Purpose:**

The objective of this activity is to ensure that individuals with the required skills are assigned to a project, and to level resources in the Work Plan. This activity may start as early as the WBS development activity.

Participants:

Project Manager, Project team, and relevant stakeholders

Inputs:

Work Breakdown Structure [1], Time and Cost Estimates [1], Work Plan [1]. Resource Plan [4]

Process:

1. Assign the team to the project.
2. If team members have already been granted vacation time, then schedule work accordingly.
3. Check for availability of the team member through project execution.
4. Check for resource sharing.
5. Ensure that no resource is over-allocated.
6. Resolve conflict between resource availability and project Work Plan
7. Define and assign work packages to team members.
8. Discuss any issues regarding work packages that the team member might have.
9. Adjust the work plan as needed.

Outputs:

Team Assignments
Fine-tuned Work Plan

Team Assignment—Guidelines

1. Assign the team: You will need to negotiate with the Functional manager to ensure that the resources with the right skill levels are assigned to the project. Take expert opinions to find out who's best for the job and when that person will be available for the project.
2. Resource availability and Schedule: - It might be that a team member has already got some vacation time scheduled and approved or its possible that a resource has been assigned to two projects and hence only 40% of the resource's time will be spent on your project. In all these cases, it becomes necessary to schedule work taking into account the actual time the resource will spend on your project.
3. Resource leveling: -Ensure that no resources are over-allocated. Its necessary to ensure that conflicts between resource availability and the project schedule is resolved.
4. Work packages: Work packages should be defined at the lowest possible level. They should be assigned to team members appropriately. Describe the work packages in a way that the team members can comprehend what is expected of them.
5. Issues regarding the work packages: Team members may want to discuss questions/doubts regarding work packages.