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Project Management, project planning, templates and advice

<COMPANY OR PROJECT LOGO>

<PROJECT NAME>

# RESOURCE PLAN

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VERSION <1.0>

<DD/MM/YYYY>

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# RESOURCE PLAN

## TEMPLATE GUIDE

### HOW TO USE THIS TEMPLATE

*This is a guide to the common sections included in a Resource Plan. Sections may be added, removed or amended to suit the project and project methodology. Example tables, have been added (where relevant) these are just a suggestion, you may decide to format these sections differently.*

*Text in Blue italics is designed to assist you in completing the template. Delete this text before sharing the final document.*

## DOCUMENT CONTROL

### DOCUMENT INFORMATION

	Information
Document Id	<i>[Document Management System #]</i>
Document Owner	<i>[Owner Name]</i>
Issue Date	<i>[Date]</i>
Last Saved Date	<i>[Date]</i>
File Name	<i>[Name]</i>

### DOCUMENT HISTORY

Version	Issue Date	Changes
<i>[1.0]</i>	<i>[Date]</i>	<i>[Section, Page(s) and Text Revised]</i>

DOCUMENT APPROVALS

[Update the roles listed below as appropriate to your project's approval requirements].

Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
Project Manager			
Procurement Manager <i>(if applicable)</i>			
Project Office Manager <i>(if applicable)</i>			

RESOURCE PLAN

RESOURCES ALLOCATED

*[Insert the information on the resources that will be required to deliver the project. The resources may already be allocated to the project in the Project Charter or PID].*

<b>Resource</b>	<b>Allocation and Source</b>
Project Team (Full and Part Time Staff)	
Customer Support	
Facilities	
Equipment	
Software Tools	
Other	

## RESOURCE PLAN

### DETAILED RESOURCE REQUIREMENTS

*[Provide a detailed breakdown of resources, other than funds, required to execute the project. Identify the skill level, associated task, duration required, available time period, cost, unit of cost and the level of risk (high, medium or low) associated with that resource. Add as many rows as necessary for each resource category].*

<b>RESOURCE</b> Describe the resource for example: "network engineer."	<b>Skill Level or Material Quality</b>	<b>Associated Task(s)</b>	<b>Duration Required</b>	<b>Available Time Period</b>	<b>Cost</b>	<b>Unit of Cost</b> (Hour, Day, Week, Month Fixed)	<b>Level of Risk</b> High, Medium or Low
<b>Project Team</b>							
<i>Developer</i>	<i>Level 5</i>	<i>Bespoke integration between SAP &amp; SaaS ITSM solution.</i>	<i>30 days</i>	<i>Needed between May and June</i>	<i>10500</i>	<i>350</i>	<i>High</i>

RESOURCE PLAN

<b>RESOURCE</b> Describe the resource for example: "network engineer."	<b>Skill Level or Material Quality</b>	<b>Associated Task(s)</b>	<b>Duration Required</b>	<b>Available Time Period</b>	<b>Cost</b>	<b>Unit of Cost</b> (Hour, Day, Week, Month Fixed)	<b>Level of Risk</b> High, Medium or Low
<b>Customer Support</b>							
<b>Facilities</b>							

RESOURCE PLAN

<b>RESOURCE</b> Describe the resource for example: "network engineer."	<b>Skill Level or Material Quality</b>	<b>Associated Task(s)</b>	<b>Duration Required</b>	<b>Available Time Period</b>	<b>Cost</b>	<b>Unit of Cost</b> (Hour, Day, Week, Month Fixed)	<b>Level of Risk</b> High, Medium or Low
<b>Equipment</b>							



RESOURCE PLAN

DETAILED RESOURCE REQUIREMENTS (CONTINUED)

<b>RESOURCE</b> Describe the resource for example: "network engineer."	<b>Skill Level or Material Quality</b>	<b>Associated Task(s)</b>	<b>Duration Required</b>	<b>Available Time Period</b>	<b>Cost</b>	<b>Unit of Cost</b> (Hour, Day, Week, Month Fixed)	<b>Level of Risk</b> High, Medium or Low
<b>Software Tools</b>							
<b>Other</b>							
<i>Dev Environment</i>	<i>No data, one integration server</i>	<i>Platform for developing integrations</i>	<i>60 days</i>	<i>Between May and July</i>	<i>See Contract</i>	<i>Part of license</i>	<i>Low</i>



RESOURCES NET CHANGE

*[Provide a breakdown and explanation for any resource where there is a difference between resource allocation in the Project Charter/PID/Feasibility Study and those identified above].*

Resources	Resources Allocated	Resources Required	Net Change	Explanation
Project Team (Full and Part Time Staff)				
Customer Support				
Facilities				
Equipment				
Resources	Resources Allocated	Resources Required	Net Change	Explanation

## RESOURCE PLAN

Software Tools				
Other				

## RESOURCE PLAN

## GLOSSARY

*[Include a glossary of all terms and abbreviations used in the plan. If it is several pages in length, it may be placed as an appendix.]*

## REFERENCES

*[Insert the name, version number, description, and physical location of any materials referenced in this document. Add rows to the table as necessary].*

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