

Resource Forecasting

Checklist

1

Map Resource Availability

- List all current resources
- Identify capacity of each resource
 - Number of days they can work each month
 - Number of hours they can work each day
- Map time-off
 - Scheduled time-off
 - Public holidays
 - Company-wide events that impact availability
 - Unscheduled time off (based on past records for each individual)

2

Map Resource Demand

- Identify all current and future projects
- Identify demands for each project
 - Demand by skill
 - Number of hours they can work each day
- Identify gaps
 - Overstretched resources
 - Underutilized resources

3

Plan Resources

- Assign resources to projects based on capacity & availability
- Identify buffer size
 - Map estimated vs. actual projections based on historical data
 - Use above data to create more realistic buffer in all estimates
- Hire new resources
 - Based on project-level demand
 - Based on utilization across projects
 - Based on organization-level trends

4

Organization-Level Forecasting

- Organization's growth and new business acquisition
 - New project by project-type
 - New project by industry
 - New projects by skills required
- Organization's financial health
 - Budget for hiring full-time workers by skill & experience
 - Budget for hiring part-time workers
 - Budget for hiring outside consultants and contractors
- Map employee attrition rates
 - By skill & experience
 - By project-type and industry
 - By client

5

Forecast Trends Outside Organization

- Map market demand for existing personnel
 - Identify current personnel's skills
 - Identify outside demand for above skills
 - Use above to project attrition & hiring rates for key personnel
- Identify market trends
 - Identify current & future demand for different skills across industries
 - Hire and fire resources based on future demand

Next Steps



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