



Your Company Name
Project Resource Plan

Date

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Revision History

Date	Version	Author	Change

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Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select “Table Text” to restore the cells to the default value.

1 Purpose

This document provides a centralized source for definition of all resources required for a project, including:

- Project team personnel
- Required resources / skill sets
- Facility resources
- Personnel resource profile
- Project team organization
- Resource assumptions, risks and mitigations
- Stakeholder approvals.

2 Project Team Size

This section is where you identify the number of tasks to be performed, and the total effort to complete those tasks.

3 Required Resources / Skill Sets

Fill in the following table with a required skill list, sequenced by task, in order to identify the resource types that are required.



Phase or Deliverable	Resource Type	Source of Personnel			Quantity
		Consultant	Internal Staff	Internal IT	
<i>Project Initiation</i>	<i>Project Manager</i>			X	1
<i>Deliverable</i>	<i>UX Designer</i>			X	1
<i>Deliverable</i>	<i>WordPress Developer</i>	X			3
<i>Deliverable</i>	<i>Trainer</i>		X		1
<i>Development</i>	<i>Database Architect</i>			X	1

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4 Facilities Resources

This section of the document defines a list of facilities, need dates and quantity of each facility required for the project.

Facility Type	Need Date	Quantity
<i>Computer, laptop, 8 GB Memory</i>	<i>09-12-16</i>	<i>3</i>
<i>Computer, desktop, 16 GB Memory</i>	<i>09-12-16</i>	<i>4</i>
<i>28" LCD Monitors</i>	<i>09-12-16</i>	<i>2</i>
<i>21" LCD Monitors</i>	<i>09-12-16</i>	<i>4</i>
<i>Work space</i>	<i>09-12-16</i>	<i>2</i>
<i>Phones</i>	<i>09-12-16</i>	<i>2</i>
<i>Chairs</i>	<i>09-12-16</i>	<i>2</i>



5 Resources by Resource Type

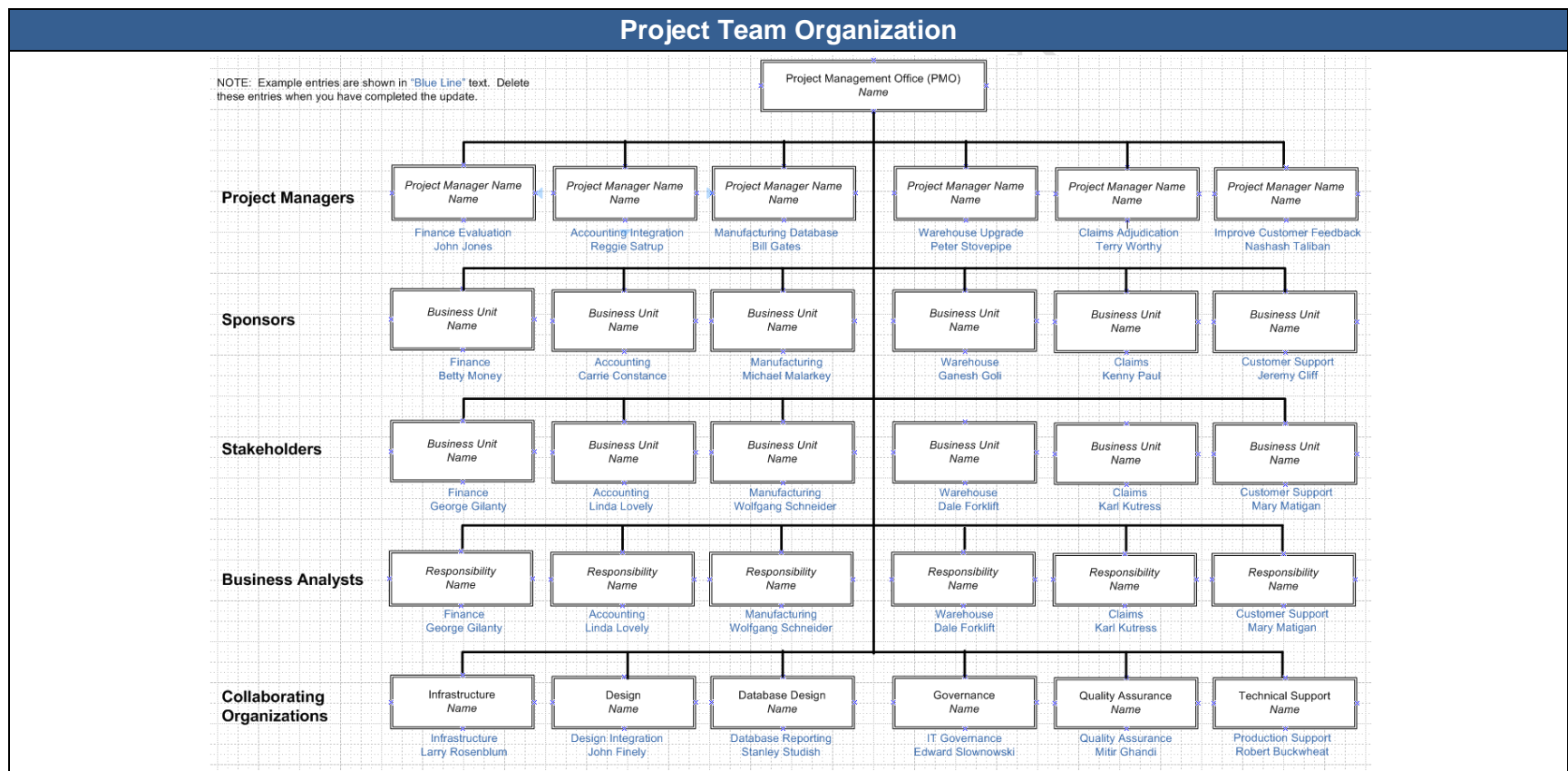
This section of the document will identify the resource types, source, hourly rate, hours by month, total hours and total dollars for the project.

Resource Type	Source	Rate / Hour	Hours (by Month)												Total Hours	Total Dollars
			1	2	3	4	5	6	7	8	9	10	11	12		
<i>UX Designer</i>	<i>Internal</i>	<i>\$60.00</i>	<i>175</i>	<i>175</i>											<i>350</i>	<i>\$21,000</i>
<i>Developer</i>	<i>Internal</i>	<i>\$65.00</i>			<i>175</i>	<i>175</i>	<i>175</i>	<i>175</i>							<i>700</i>	<i>\$45,500</i>
<i>Developer</i>	<i>Consultant</i>	<i>\$95.00</i>			<i>175</i>	<i>175</i>	<i>175</i>	<i>175</i>	<i>175</i>	<i>175</i>	<i>175</i>	<i>175</i>			<i>1400</i>	<i>\$133,000</i>
<i>Trainer</i>	<i>Internal</i>	<i>\$50.00</i>											<i>150</i>		<i>150</i>	<i>\$7,500</i>
<i>Technical Writer</i>	<i>Internal</i>	<i>\$50.00</i>											<i>150</i>		<i>150</i>	<i>\$7,500</i>
													TOTALS:	<i>2750</i>	<i>\$214,500</i>	



6 Project Team Organization

This section of the document will identify who will be responsible for determining alternatives, recommendations and resources/costs necessary to resolve the issue. Replace the sample org chart with your own.





7 Resource Assumptions

This section of the document identifies any assumptions that have been made in deterring resources.

8 Resource Risks and Mitigations

This section of the document identifies the risks and mitigations.

9 Stakeholder Approvals

This section of the document provides the entries to obtain approval from all stakeholders.

Stakeholder Dept.	Stakeholder Title	Signature	Date