PROJECT RESOURCE PLAN

Project Name:	
Prepared by:	
Date (MM/DD/YYYY):	

1. Resource Profiles

Provide a general description of the major resources that will be needed in order to proceed with the execution of the project. These resources may include: Roles (People), Equipment, Facilities, Materials and Supplies, and Services.

1a. Roles

1b. Equipment

1c. Facilities

1d. Material & Supplies

1e. Services

Put your organization name here

2. Project Resource Information

For each of the resources needed determine the following: (1.) Cost estimates for each resource, (2.) Availability of each resource, and (3.) Estimated quality and (4.) output of people and equipment resources. (Insert rows as needed.)

Resource	Cost Estimate	Availability	Quality	Output

3. Resource Staffing Plan

After establishing the human resources required for the project, develop a staffing plan that shows the number of personnel, by type, that will be required on the project on a monthly basis. (In place of Month, *insert name of month as appropriate. Insert additional rows as needed.)*

Personnel Category	Month	Month	Month	Month	Month	Month

*Put your
logo here*

**Put your
organization
name here**

Project Resource Plan Template
Rev. 2.1, 03/07/2005

4. Project Resource Plan / Signatures

Project Name:	
Project Manager:	

I have reviewed the information contained in this Project Resource Plan *and agree:*

Name	Role	Signature	Date (MM/DD/YYYY)

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Resource Plan *document.*

Appendix - Roles and Stakeholders

Roles

Role	Role Definitions Being Applied to the Resources Assigned to This Project
Project Sponsor	Provides executive team approval and sponsorship for the project. Has budget ownership for the project and is the major stakeholder and recipient for the project deliverables.
Project Manager	Provides overall management to the project. Accountable for establishing a Project Charter, developing and managing the work plan, securing appropriate resources and delegating the work and insuring successful completion of the project. All Project Team members report to the Project Manager. Handles all project administrative duties, interfaces to project sponsors and owners and has overall accountability for the project.
Tech Lead	The Tech Lead is the recognized domain expert in the area of technology central to the project. The team may refer technical questions to the Tech Lead, who will either answer them directly or find an expert source who can do so.
Business Lead	The Business Lead is the recognized domain expert in the business area central to the project. The team may refer business questions to the Business Lead, who will either answer them directly or find an expert source who can do so.
Customer	Key provider of requirements and recipient of project deliverable and associated benefits. Deliverable will directly enhance the Customer's business processes and environment. Majority of Customers for this project will be department directors.
Stakeholder	Key provider of requirements and recipient of project deliverable and associated benefits. Deliverable will directly enhance the stakeholders' business processes and environment. Majority of stakeholders for this project will be agency heads, CIOs and project management representatives.
Analyst	Working Project Team member who analyzes, designs and ultimately improves or replaces the business processes. This includes collaborating with teams to develop high level process designs and models, understanding best practices for business processes and partnering with team members to identify appropriate opportunities, challenging the old rules of the business and stimulating creating thinking, and identifying organizational impact areas.

Stakeholders

List below all individuals with a significant interest in the project. Include their individual role in the project. (Insert rows as needed.)

Stakeholder	Individual Role in this Project