

Resource Utilization Report

Project Information

Project Name	Alpha System Upgrade
Report Period	June 1, 2024 - June 30, 2024
Prepared By	Jane Doe
Date	July 2, 2024

Resource Utilization Summary

Resource Name	Role	Allocated Hours	Utilized Hours	Utilization (%)	Remarks
John Smith	Developer	160	152	95%	On track
Mary Lee	Designer	120	105	88%	On vacation (2 days)
Alex Kim	Tester	100	90	90%	Part-time allocation
Sara Chen	Project Manager	80	80	100%	

Overall Analysis

The overall resource utilization for the reporting period is within the planned allocation. Any deviations have been accounted for due to scheduled vacations and part-time engagements.

Important Notes

- Accurate tracking of allocated and utilized hours is essential for project planning and forecasting.
- This report should be reviewed regularly to identify resource bottlenecks or under-utilization.
- Adjustments in resource allocation should be based on project demands and prior utilization trends.
- Remarks should provide context for significant deviation from planned utilization.