Resource Allocation Document

Project Name: _____
Project Manager: _____
Document Date: _____
Forecast Period: _____

1. Objectives & Scope

Summarize the goals, key deliverables, and the scope of the project for which resources are being allocated.

2. Summary of Resource Needs

Role/Resource	Description	Quantity (FTE or Units)	Start Date	End Date	Allocated To	Notes
Software Developer	Frontend web development	2	2024-07-01	2024-09-30	Team Alpha	Can overlap with QA for 2 weeks
QA Engineer	Testing & validation	1	2024-08-15	2024-10-15	Team Beta	Critical for delivery

3. Resource Allocation Timeline

Week/Month	Resource	Allocation (%)	Assigned Tasks
July 2024	Developer	100%	Feature A, Sprint 1
August 2024	QA Engineer	50%	Test Planning

4. Risks & Mitigation

Risk: Potential delay in hiring QA resources.
Mitigation: Identify backup contractors, cross-train development staff.

5. Approval

Name	Role	Sign	Date
_____	Project Manager	_____	_____
_____	Resource Manager	_____	_____

Important Notes

- Resource Allocation Documents ensure transparent and efficient use of project resources.
- Update this document regularly as project timelines, scopes, or resources change.
- Ensure all stakeholders review and formally approve allocations.
- Clearly document all assumptions and risks related to resource planning.
- This document serves as a reference during project reviews and audits.