Monthly Capacity Planning Document

Document Details

Prepared By	Jane Doe
Month	June 2024
Department	Engineering
Date Issued	2024-06-01

Team Members â€" Availability and Capacity

Name	Role	Availability (Days)	Planned PTO (Days)	Net Capacity (Days)
Alex Smith	Frontend Developer	20	2	18
Lina Park	Backend Developer	20	1	19
Sara Lee	QA Engineer	20	0	20
Tom Aziz	Scrum Master	20	3	17

Planned Work Allocation

Project/Task	Assignee	Estimated Effort (Days)	Priority
Feature A Implementation	Alex Smith	10	High
API Optimization	Lina Park	8	Medium
Regression Testing	Sara Lee	12	High
Sprint Facilitation	Tom Aziz	6	High

Risks and Constraints

- Possible delay due to overlapping PTOs in Week 2.
- Unforeseen urgent support requests may affect planned allocation.
- Feature A may require support from the design team.

Important Notes

- Monthly capacity planning ensures realistic workload distribution.
- It should be regularly updated to reflect changes in team availability or priorities.
- Helps to identify resource shortages and plan for potential bottlenecks.
- Encourages transparency and alignment across teams and stakeholders.