

# Projected Resource Utilization Report

## Project Overview

Project Name	Website Revamp
Project Manager	Jane Smith
Reporting Period	01 July 2024 – 31 July 2024
Date Prepared	27 June 2024

## Projected Resource Utilization

Resource Name	Role	Allocated Hours	Available Hours	Utilization (%)	Notes
John Doe	Frontend Developer	120	160	75%	On schedule
Alice Lee	Backend Developer	130	160	81%	Leave scheduled for 1 week
Mark Patel	QA Engineer	100	160	62%	QA ramp up in Week 3
Jane Smith	Project Manager	80	160	50%	PM support distributed

## Summary & Recommendations

The projected utilization indicates balanced workload distribution across the team, with alert for Alice Lee's leave and a planned QA increase in the project's third week. Regular monitoring is recommended.

## Important Notes

- Resource projections should be reviewed and updated regularly to reflect changes in project scope or availability.
- This report aids in identifying potential resource bottlenecks and over-utilization early.
- Ensure all planned leaves and public holidays are considered when projecting utilization.
- Utilization above 85% may indicate a risk of resource burnout or schedule delays.
- Keep historical records of utilization reports for future project planning and resource management improvements.