Resource Allocation Forecast Spreadsheet

Project: Sample Project Alpha   **Prepared by:** Jane Doe   **Date:** 2024-06-28

Resource Allocation Table

Resource Name	Role/Function	Task	Week 1	Week 2	Week 3	Week 4	Total Hours
Linda Smith	Developer	Module A Implementation	20	20	15	10	65
Mike Lee	QA Engineer	Testing & QA	5	15	20	20	60
Priya Kumar	Project Manager	Project Coordination	10	8	8	8	34
Chen Wei	Designer	UI/UX Design	15	10	0	0	25

Legend

Week #	Dates
Week 1	Jul 1 - Jul 7
Week 2	Jul 8 - Jul 14
Week 3	Jul 15 - Jul 21
Week 4	Jul 22 - Jul 28

Important Notes

- Ensure all resource hours are double-checked for overlaps and availability before finalizing the plan.
- Regularly update the spreadsheet to reflect any changes due to task reprioritization or resource reallocation.
- Review the allocation with respective team members to confirm their capacity and understanding of assigned tasks.
- This document aids in balancing workloads and identifying potential resource shortfalls in advance.
- Keep historical versions for audit and improvement of future forecasting.