Resource Forecast Variance Tracking Template

Project: _____
Department: _____
Reporting Period: _____

Variance Tracking Table

Resource Name	Role	Forecasted Hours	Actual Hours	Variance (Hr)	Variance (%)	Remarks
Jane Doe	Developer	160	150	-10	-6.3%	Completed early
Mark Smith	QA Analyst	100	120	+20	+20.0%	Additional bug fixing
Lisa Chang	Project Manager	40	40	0	0.0%	On track

Summary & Actions

Root Causes / Trends: _____

Corrective Actions (if any):
_____

Important Notes

- This document helps identify and manage resource allocation discrepancies early.
- Regular tracking enables timely corrective action minimizing project risk.
- Variance analysis should be complemented with qualitative feedback from team leads.
- Document updates should coincide with reporting cycles (e.g., weekly or monthly).
- Accurate forecasting depends on up-to-date project planning and scope definition.