Skill-Based Resource Forecast Document

Project/Initiative:

Acme Website Redesign

Period:

Q2 2024 (April - June)

Resource Forecast by Skill Set

Skill Set	Required FTEs	Available FTEs	Gap/Surplus	Comments
UI/UX Design	2.0	1.0	-1.0	Need to contract 1 external designer
Frontend Development	3.0	2.5	-0.5	Upskill existing staff underway
Backend Development	2.0	2.0	0.0	Fully staffed
QA/Test Engineering	1.5	1.0	-0.5	Temporary QA support required
Project Management	1.0	1.0	0.0	Fully staffed

Summary & Plan

- Fill the UI/UX and QA skill gaps via contract or third-party vendors.
- Continue upskilling internal staff for frontend roles.
- Adjust resource plan based on quarterly review and project updates.

Important Notes

- Skill-based forecasts help identify precise talent requirements for project success.
- Regularly update this document as project scope, timeline, or team composition changes.
- Use this document as a communication tool between project management and HR/resource planning teams.
- Include both internal and external resources for a comprehensive view.