

Team-Level Resource Forecast Form

General Information

Team Name:

Forecast Period:

e.g. Q1 2024

Manager:

Submission Date:

Resource Forecast Table

Role	Current Headcount	Required Headcount	Gap	Forecast Notes
Software Engineer	6	8	+2	Expansion for new features planned Q1
QA Specialist	2	3	+1	Coverage for release testing
Product Owner	1	1	0	Current allocation sufficient
UI/UX Designer	1	2	+1	Support for redesign initiative

Additional Comments

Add any further comments or special considerations here...

Important Notes

- This form provides an estimate of upcoming resource requirements at the team level.
- Forecasts are used for planning and may not guarantee resource allocation.
- Regular updates and justifications support effective resource management.
- Gaps between current and required headcount should be explained in the notes.
- Consult with HR or management before making recruitment requests based on this forecast.