

# Resource Allocation Forecast Template

## Project Details

Project Name	Enter Project Name Here
Project Manager	Enter Project Manager's Name
Forecast Period	MM/YYYY – MM/YYYY

## Resource Allocation Table

Resource Name	Role	Allocated %	Start Date	End Date	Notes
Jane Doe	Developer	80%	01/07/2024	30/09/2024	Frontend tasks assigned
John Smith	QA Engineer	50%	01/08/2024	31/10/2024	Testing phase
Emily Clark	Designer	30%	01/07/2024	31/08/2024	UI/UX design
Michael Lee	Business Analyst	60%	01/07/2024	31/10/2024	Requirements gathering

## Important Notes

- Ensure allocation percentages across projects do not exceed 100% per resource.
- Update the forecast regularly based on changing project needs or resource availability.
- Clarify roles and responsibilities to avoid overlapping or underutilization.
- Align allocation periods to match project milestones for better tracking.
- Maintain transparent communication with all team members regarding changes.